



**WASHOE COUNTY HOME CONSORTIUM (WCHC)
AFFORDABLE HOUSING MUNICIPAL LOAN PROGRAM (AHMLP)
APPLICATION FOR FUNDING FY 2018-2019
INSTRUCTIONS**

Application Deadline: Friday, December 15, 2017 @ 3:00 p.m.
NO EXCEPTIONS

Submit Application to: WCHC c/o Reno City Clerk
2nd Floor, 1 East First Street
Reno, NV 89501
(P. O. Box 1900, Reno, NV 89505)

Applications may **ONLY** be submitted through the Reno City Clerk's office. All applications must be *date and time stamped* by the Clerk's office. If an application is sent by UPS, FEDEX, or any other means than personal submission, it is the applicant's responsibility to ensure that the document arrives prior to the stated deadline and to confirm that the City Clerk has received and date and time-stamped the application.

City Clerk's Phone Number: 775-334-2030

Applications **WILL NOT** be accepted after the deadline. Applications which are submitted on time but are not complete per the application instructions will not be forwarded for consideration. Required documentation must be provided with the application. If a document cannot be available by the application deadline, the applicant **MUST** call the WCHC staff and discuss alternate arrangements **PRIOR** to submission of the application. An application that indicates that a report will be available at a later date without the WCHC being notified in advance of the application submission will be considered **INCOMPLETE** and not forwarded for consideration.

The Washoe County HOME Consortium does not exclude any organization or individual from participation under any program funded in whole or in part by AHMLP funds on the grounds of **Race, Color, Religion, National Origin (Ancestry), Sex, Family Status, Disability, Sexual Orientation and Gender Identity or Expression.**



Introduction

The Washoe County HOME Consortium is accepting AHMLP funding applications for Fiscal Year (FY) 2018-19 (July 1, 2018-June 30, 2019) for the development of permanent or transitional affordable housing under the HUD HOME program. This is a competitive application/award process and applicants are not guaranteed an award of funding. In addition, applicants may be awarded funding amounts less than what they requested and funding terms may be different than requested due to underwriting, subsidy layering review, the WCHC's determination of the financial gap, proven market-based demand and economic growth. It is unknown at this time how much funding will be available in this funding competition. Also, a minimum allocation of 15% of the annual direct WCHC entitlement allocation must be reserved for Community Housing Development Organization (CHDO) set-aside developments and another 10% is set-aside for administration. The WCHC may set-aside 5% for CHDO operating funds and 15% for programs.

Typically, AHMLP funding consists of Home Investment Partnerships Program (HOME) funds allocated to the WCHC directly by the U.S. Department of Housing and Urban Development (HUD) as well as a HOME subgrant and Low-Income Housing Trust Funds from the State of Nevada Housing Division.

All applicants should become familiar with the HOME final rule found at 24 CFR Part 92 and the many other important federal regulations, including but not limited to Davis Bacon and related acts, Section 3 of the Housing and Urban Development Act of 1968, The Uniform Relocation Act, and Section 504 of the Rehabilitation Act of 1973. Applicants should become familiar with the WCHC Energy Efficiency Requirements and the [WCHC Funding Priorities](#) (Appendices A and B respectively) as well. Applicants accepting funding will be required to adhere to all applicable Federal, State, local and WCHC laws, regulations, and policies.

Applicants may be ineligible to apply for funds if, in WCHC's discretion, the applicant has demonstrated a documented untimely or poor use of previously awarded AHMLP funds. Applicants that are currently receiving HUD/AHMLP funds through WCHC or the City of Reno must be in compliance with all terms of their current agreement(s) and must not have any outstanding audit findings, monitoring findings or concerns. No applicant, clients or contractors that have been suspended or debarred by federal or state authorities may receive AHMLP funds (<http://www.SAM.gov> & <http://www.nvcontractorsboard.com/>).

Following is the anticipated schedule for the funding allocation process:

- Application released – October 16, 2017
- Applications due – December 15, 2017
- 1st Public Hearing, presentation of projects by applicants – January 10, 2018
- 2nd Public Hearing, staff report and staff recommendation to the Technical Review Committee (TRC) – February 13, 2018
- 3rd Public Hearing, final funding recommendations by TRC – March 13, 2018
- Directors' Meeting to approve, modify, or deny TRC funding recommendation – March 2018
- Truckee Meadows Regional Planning Governing Board ratification of funding – April 2018

Once a HOME application is submitted for a project, an Environmental review is required; completion of the *environmental review process* is mandatory before making a commitment or expenditure of HUD or non-HUD funds for property acquisition, rehabilitation, conversion, lease, repair or construction activities. "Non-HUD funds" means any other Federal, state, local, private, or other funds. PJs, State recipients, subrecipients, contractors, owners, developers (including CHDOs) who had committed or expended non-Federal funds including permanent financing, to begin the development of an affordable housing project before the jurisdiction obtains an Authority to Use Grant Funds form (HUD-7015.16) by HUD (or the state) may be reimbursed with HOME funds for such expenditures only when the following conditions are met:

- (a) The contractors, owners and developers started the project without the intention of using Federal assistance (e.g., as evidenced by other anticipated funding, the original project budget, etc.);**
- (b) The jurisdiction informs the state recipient, subrecipient, contractor, owner or developer that all work on the project *must cease* once an application for HOME funds is made. No work or other choice limiting actions may occur after that date. Work may recommence upon receipt of form HUD-7015.16 from HUD (or the state). No funds may be obligated to projects unless the PJ or state recipient first determines that the result of the environmental review is satisfactory and HUD (or the state) has issued a form HUD-7015.16.**

Further, no work on any project may begin nor can AHMLP funds be released until the HUD environmental review process has been completed by the Lead Agency (City of Reno) in accordance with



the provisions of the National Environmental Policy Act of 1969 and the related authorities listed in HUD's Regulations at 24 CFR Parts 50 and 58 and a WCHC agreement has been signed.

Eligible Activities: A CHDO, developer, sponsor and/or owner of housing, may undertake four different types of HOME assisted projects:

- Homeowner rehabilitation: AHMLP funds may be used to assist existing owner-occupants with the repair, rehabilitation, or reconstruction of their homes.
- Homebuyer activities: AHMLP funds may finance the acquisition and/or rehabilitation or new construction of homes for homebuyers.
- Rental housing: Affordable rental housing may be acquired and/or rehabilitated, or constructed.
- Tenant based rental assistance (TBRA): Financial assistance for rent, security deposits, and utility deposits may be provided to tenants. Assistance for utility deposits may only be provided in conjunction with a TBRA security deposit or monthly rental assistance program.
- Other activities may be permitted with the approval of HUD.

Housing may consist of single or multi-family units providing ownership and/or rental housing. Eligible costs include those associated with new construction, re-construction, rehabilitation, site acquisition, site improvement, and demolition. Other expenses include financial costs and relocation expenses of any displaced persons, businesses, or organizations.

Forms of Assistance: HOME allows virtually any form of financial assistance, or subsidy, to be provided for eligible projects and to eligible beneficiaries. Forms of assistance may include interest-bearing or non-interest bearing loans or advances, deferred loans (forgivable or repayable), grants, and other forms of assistance that require HUD approval. The Lead Agency reserves the right to modify the terms of assistance based on the needs of the individual project. AHMLP funds for the construction of affordable housing are intended to fill financing gaps.

Minimum Amount of Assistance: The minimum amount of AHMLP funds that must be invested in a project is \$100,000. The program also has maximum rent and AHMLP investment amounts, an established time period that the project must remain affordable, and funding priorities. By accepting AHMLP funds the developer is committing to the required affordability period and rent limits.

Participant Eligibility: All HOME activities must benefit low-income families or households that have a gross annual income that does not exceed 80% of the median income for the area (adjusted for family size). Depending on the type of activity, more strict income requirements may apply. For example, HOME assisted rental units are limited to families or households earning 60% or below the AMI. Refer to the U.S. Department of Housing and Urban Development's [HOME Program Primer](#) in the bullet points below for additional information.

In addition, for rental housing development using HOME funds, 20% of all AHMLP funded units in a project must serve and have rents based on 30% of AMI with a three (3) unit minimum per project. The AHMLP follows HOME income and rent limits established by HUD annually, listed here:

- **Rent:** <https://www.hudexchange.info/programs/home/home-rent-limits/>
- **Income:** <https://www.hudexchange.info/programs/home/home-income-limits/>
- **Program Primer:** <https://www.hudexchange.info/resource/2368/building-home-a-home-program-primer/>

Funding Priorities: Please refer to Appendix B for the criteria that will be used to evaluate eligible projects. The 2015-2019 Consolidated Plan has identified cost burden for low to very low-income renters as the most critical housing need in the region, as well as a lack of supply for low-income households in general. Thus, HOME dollars will be prioritized to projects that serve very low-income residents and residents with special needs (elderly, persons with disabilities).

Technical Questions: For technical questions regarding this application please contact WCHC staff at:

City of Reno
P. O. Box 1900, Reno, NV 89505
(775) 334-4228 or 334-2578



Application Format

The AHMLP application document may be obtained in three ways: (1) hard copy from the WCHC offices; (2) downloaded from the internet at www.Reno.gov under Housing and Neighborhood Development, and/or (3) on compact disk from the WCHC offices. Many sections only require that you place an "X" or a "✓" in a box to answer the question or provide the information. Parts of the application document were created in a Table format --boxes in the tables which require more than an "X" or "✓" will expand as you insert information. You may find that you will increase the number of pages in a particular section. **Note:** you must *do your own totaling* in the tables; tables will not automatically total information for you.

Applications **MUST** be submitted as follows to be considered complete:

- ❖ Applications must include a letter of submittal on letterhead;
- ❖ Applications must be typed and legibly printed in black ink;
- ❖ Applications must be double-sided on 8.5" X 11" white paper which can be photocopied clearly;
- ❖ Applications must indicate the person completing the application and their contact information for questions regarding the application information submitted;
- ❖ There are specific sections in the application document. Information should be placed under the appropriate section as indicated, including required attachments. Do not create additional sections that are not indicated in these instructions;
- ❖ Applications must include all applicable certifications with signatures;
- ❖ Do not provide additional/unrequested information in the application;
- ❖ If a section requires more than just checking a box, do not leave the section blank. If the section does not apply to your project, please type N/A. Sections left blank will constitute an incomplete application;
- ❖ Submit one **(1) original** application, with *original* signatures and required documents, in a clearly labeled three-ring binder with proper section identification;
- ❖ Submit eight **(8) electronic** applications including all supplemental information. This shall be submitted on a compact disc (CD) or universal serial bus (USB) storage device.

All indicated reports, unless otherwise noted, must be submitted along with the completed original application. If the report is not applicable to your project, insert a page with the wording "Not Applicable." If a report cannot be available by the application deadline, applicant **MUST** call the WCHC staff and discuss alternate arrangements *prior* to submission of the application. The WCHC staff will provide an approval e-mail which is to be submitted with the application for items to be received after the submission deadline date. An application that indicates that a required report will be available at a later date *without providing the WCHC staff approval e-mail* will be considered INCOMPLETE and not forwarded for consideration.

Any instructions required to complete a section will be found in that section. If you have any questions about your application submission, please contact the WCHC Lead Agency (City of Reno) at (775) 334-4228 or 334-2578.

REMEMBER: Late and/or incomplete applications and/or applications which are not submitted in the proper format, three hole-punched, properly sectioned, and with the proper number of copies will not be forwarded for funding consideration.



Person Completing Application

Please provide the following information for the person responsible for completing this application and who will be available and responsible to answer questions relating to information provided in the application.

| | |
|---|--|
| Name | |
| Title | |
| Agency/Organization if other than Applicant organization | |
| Mailing Address (If P.O. Box, also provide physical address) | |
| Phone Number(s) | |
| E-Mail Address | |
| Fax | |

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Applicant Information Section

Did the applicant include the following in the application?

- | | |
|--|--|
| <input type="checkbox"/> No <input type="checkbox"/> Yes | Applicant Certification Form |
| <input type="checkbox"/> No <input type="checkbox"/> Yes | Certification of CHDO Set-Aside Eligible Project if applicable |
| <input type="checkbox"/> No <input type="checkbox"/> Yes | Attendance list/board minutes for the previous 12 months |
| <input type="checkbox"/> No <input type="checkbox"/> Yes | Minutes of the board or resolution from governing body authorizing the application request and identifying the authorized signer |



Applicant Certification Form

Nonprofit agencies must have an active Board of Directors documented by submitting a board membership list and an attendance list/board minutes for board meetings for the previous 12 months. Non-Profit agencies must also include a copy of the minutes of the Board or a Board Resolution from the applicant's governing body authorizing the application request and identifying the authorized signer for the agency.

The applicant certifies that to the best of his/her knowledge all information submitted as part of this application is true. The applicant acknowledges that all documentation supporting the information in the application is on file in the applicant's offices and available for review by the WCHC staff during normal business hours. The applicant understands that failure to provide any of the documentation necessary to support the information in this application may result in the non-allocation or de-obligation of AHMLP program funding. If funding is approved, the information in the application may be incorporated as part of the agreement and may be used to monitor performance of the project/program and failure to substantially incorporate those activities, commitments, and representations offered in the application as part of the funding of the program or project will be considered a material breach of the agreement and may result in repayment or suspension of all HOME funds. **Any substantial changes to projects after funding allocations must be provided to the WCHC for review and approval.** Changes considered substantial by the WCHC may be required to be reviewed and approved by the Technical Review Committee. The applicant additionally agrees that once the agreement is executed, the applicant will comply with all grant and contract requirements.

| | |
|-----------------------|---------------------|
| Tax ID Number: | DUNS Number: |
|-----------------------|---------------------|

| | |
|---|---------------|
| Signature of Executive Director/Authorized Official: | |
| Type/Print Name of Authorized Official: | Title: |
| Phone Number and Email Address: | Date: |

| | |
|--|---------------|
| Signature of Chairman of Board of Directors/Executive Director of Applicant Organization: | |
| Type/Print Name of Chairperson/Executive Director | Title: |
| Phone Number and Email Address: | Date: |

Certification of Community Housing Development Organization (CHDO) Set-Aside Eligible Project

A CHDO is a non-profit agency whose governing board, membership, and organizational structure reflect its accountability to low-income community residents. The organization must be a wholly-owned entity that is regarded as an entity separate from its owner for tax purposes and the owner has a tax exemption ruling from the Internal Revenue under section 501C(3) or (4) of the Internal Revenue Code of 1986. The 2013 HOME Rule expands this definition to include: (1) a subordinate of a central organization under IRC 905 (this was previously permitted in practice, but is now codified); or (2) a wholly-owned entity that is regarded as an entity separate from its owner for tax purposes (e.g., a single member limited liability company that is wholly-owned by an organization that qualifies as tax-exempt), when the owner organization has a tax exemption ruling from the IRS under section 501(c)(3) or 501(c)(4) of the IRC. The nonprofit must meet the other qualifying criteria outlined in the CHDO definition; the organization must meet the definition of "community housing development organization." An agency must be certified/recertified each fiscal year to qualify for CHDO set-aside funding. A minimum of 15 percent of HOME funds are set aside for housing to be developed, sponsored, or owned by community housing development organizations (CHDOs). If this is a CHDO set-aside eligible activity, the CHDO must complete the information below. The CHDO must be the managing general partner with effective control (decision-making authority) of the entire project for this development. If in a partnership, the CHDO's partnership agreement(s) explicitly states that the CHDO shall have effective project control and shall make the decisions regarding the expenditures of funds, hiring of the contractors, engineers, etc.

| |
|--|
| <input type="checkbox"/> OWNER: CHDO holds valid legal title to or has a long-term (99-year minimum) leasehold interest in rental property. May be with one or more individuals, corporations, partnerships or other legal entities. CHDO may own and operate housing that it does not develop. |
| <input type="checkbox"/> DEVELOPER: CHDO either owns property and will develop a project or has a contractual obligation to a property owner to develop a project. |
| <input type="checkbox"/> SPONSOR: CHDO will develop a project that it solely or partially owns and agrees to convey ownership to a second non-profit organization at a predetermined time; owns a property, and will shift responsibility for the project to another nonprofit at some specified time in the development process. |

I/We certify that as the Applicant, (NAME) _____, meets all legal requirements to be certified as a Washoe County Community Housing Development Organization (CHDO), and anticipates being certified/recertified for FY17/18.

I/We certify that the Applicant, as a CHDO, will be acting as an owner, sponsor, and/or developer of this development project and is applying for CHDO eligible set-aside funding.

I/We certify that the Applicant, as a CHDO, will be the managing general partner (51%) and will have effective project control over *all aspects* of the development and that this position will be clearly defined in all agreements and documents related to this project.

I/We certify that the development project activities are eligible set-aside activities, which may include:

- Acquisition and/or rehabilitation of rental housing;
- New construction of rental housing;
- Acquisition and/or rehabilitation of homebuyer properties;
- New construction of homebuyer properties; and
- Direct financial assistance to purchasers of HOME-assisted housing sponsored or developed by a CHDO with HOME funds.

I/WE certify that it is understood that the CHDO must be in compliance with all state, federal, and local laws and regulations. The individual responsible for AHMLP contract/funds and other project compliance will be:

Name:

Title:

Address:

E-Mail:

Phone:



I/We certify that *changes in the development project after being allocated CHDO eligible set-aside funds* that make it an ineligible project will result in the loss of the allocated CHDO set-aside eligible funding and could result in no funding since alternate funding sources cannot be guaranteed.

Name

Date

Title

Non-profit applicants, please insert here:

- **List of board members**
- **Board meeting minutes, including attendance for board meetings for the previous 12 months**
- **Documentation authorizing application submittal**

Project Overview

| | | | |
|--|---|--------------------------|--|
| Project Name: | | | |
| Project Address: | <input type="checkbox"/> Reno City Limits <input type="checkbox"/> Sparks City Limits <input type="checkbox"/> Unincorporated Washoe County | | |
| APN, Census Tract(s), or Census Block(s) if Homeowner Rehab: | | | |
| Construction Dates | Project start date: | Project completion date: | |
| Estimated Total Project Cost | Total project cost: | | |
| FY 18/19 WCHC Funds Requested | Current funds requested: | | |
| Previous WCHC Funding, if any | Amount of previous WCHC funding for this project: | | |
| Tax Credits | Will the project be seeking Low Income Housing Tax Credits? <input type="checkbox"/> No <input type="checkbox"/> Yes | | |
| Targeted Area Median Income(s) | Target Incomes (AMI%): | | |

| | | | | |
|--------------------|--|---------|--|--|
| Developer Name: | | | | |
| Developer Address: | | | | |
| Phone Number: | | Email: | | |
| Tax ID #: | | DUNS #: | | CCR #: |

Development Consultant Name (If applicable):

Investor (If applicable):

General Contractor Name (If known):

Property Management Company (If known):

LLC Name/LP Name (if different from developer):

Is the developer applying as a Community Housing Development Organization (CHDO)? ☐ No ☐ Yes

If yes, please indicate what role(s) the CHDO will take: ☐ Owner ☐ Developer ☐ Sponsor

Note: To be eligible for CHDO set-aside funding, the CHDO must be owner, developer or sponsor, and must be the managing general partner with effective control (decision-making authority) of the project in any partnership.

Project Type (Mark all that apply):

- | | | |
|---|---|---|
| <input type="checkbox"/> Acquisition Only <input type="checkbox"/> Rehab Only <input type="checkbox"/> Acquisition & Rehab <input type="checkbox"/> Acquisition & New Construction <input type="checkbox"/> New Construction Only | <input type="checkbox"/> Multi-Family <input type="checkbox"/> Single-Family <input type="checkbox"/> Single Room Occupancy <input type="checkbox"/> Townhouse <input type="checkbox"/> Condominium | <input type="checkbox"/> Mixed Use <input type="checkbox"/> Senior <input type="checkbox"/> Homeless <input type="checkbox"/> Special Needs <input type="checkbox"/> Other: |
|---|---|---|



Are there existing structures on the property? ☐ No ☐ Yes

If yes, please indicate type of structure and years they were built:

Please mark the following form of site control the applicant presently has for the property:

☐ No site control* ☐ Own site-fee simple ☐ Option to purchase
☐ Executed long-term ground lease ☐ Option to long term lease ☐ Other:

***Please note, if applicant does not have site control the application will not be forwarded for funding consideration.**

UNITS:

Total proposed units: Number of new units: If rehab, number of existing units:
Number of proposed WCHC assisted units:
Number of market rate units:
Number of other assisted units:



Project Narrative Section

Does this section include the following items?

- | | | |
|-----------------------------|------------------------------|--|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Project Narrative |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Market Study |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Neighborhood notification letters |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Community letters of support |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Public Meeting/Notice Information, if applicable |



Project Narrative

Provide a description of the proposed project by addressing the following items in detail. Sections will expand to accommodate your narrative.

1. Describe the type of activity (new construction, rehabilitation, acquisition only, etc.) that will be undertaken. Indicate the project objectives to be addressed and the role of the applicant in the development.
2. Indicate the specific goals of the 2015-2019 Consolidated Plan, Regional Plan, local housing goals, WCHC priorities, land use, zoning plans/goals that the project will meet and how the goals will be met.
3. Describe the location chosen and the population to be served. Why was this “market area” targeted? Please include the market study and/or documentation demonstrating **need and demand**. Describe how the property will: (1) provide housing that promotes greater choice of housing opportunities; and (2) meet the site and neighborhood standards (projects are encouraged to be proposed outside of areas of low-income or minority concentration, where the proportion of low-income or any racial or ethnic minority is more than 10% higher than the proportion for the region as a whole).
4. Provide evidence to substantiate the housing problems or the housing needs that the project is proposing to address. Identify how the project specifically addresses these problems/needs.
5. Describe how the project was or will be introduced to the existing neighborhood. **Note:** CHDOs are **required** to have a formal, written process for low-income program beneficiaries to advise the CHDO on design, location of sites, development and management of affordable housing. The process must be described clearly in writing and must be included in the organization's by-laws or a board resolution submitted with the CHDO certification application.
6. Describe the measures that have been or will be used to garner community support for the project, including neighborhood notification letters, mailing lists, meetings, etc. Include copies of the notification letters and letters of support.
7. Describe any neighborhood meetings, tenant meetings, public input, notices, etc. that are proposed or have already been completed, and the process for receiving and responding to input on this specific project. Provide meeting notices, attendance lists, etc. if meetings have already been held.
8. Describe the process used include low to moderate income beneficiaries' input in this project. **Note:** CHDOs are **required** to have a formal, written process for low-income program beneficiaries to advise the CHDO on design, location of sites, development and management of affordable housing. The process must be described clearly in writing and must be included in the organization's by-laws or a board resolution submitted with the CHDO certification application.
9. Describe the impacts (economic, visual, social, etc.) of this project on the existing neighborhood. Include both positive and negative impacts.

10. Describe the design features and amenities of this project. Describe how these features address the health and safety concerns of tenants and enhance project's ability to meet target population needs and demands.

11. Describe how the project will meet the WCHC Energy Efficiency Requirements. Describe methods that will be used to lower energy costs, improve building performance, lower maintenance costs, enhance financial stability, and any additional "green" building practices. Please indicate if the project will be **Energy Star Certified** (<http://www.energystar.gov/buildings/facility-owners-and-managers/existing-buildings/earn-recognition/energy-star-certification/how-app-1>) and if the building will meet the State of Nevada energy requirements.

12. Describe the social or special services that will be provided to residents. Describe who will provide the services, their qualifications, if there is an agreement in place for the services already, etc. Describe who will pay for the services, how often services are provided, and if the services are provided to certain tenants, all tenants, or the entire neighborhood.

13. Describe how the project intends to serve Limited English Proficient (LEP) or non-English speaking community members. Describe how individuals will apply to live in the project, any translation services that will be available, and how services will be provided to these members who may live in the property.

14. Describe how the project will be marketed to the target population, promote equal housing opportunities, and ensure compliance with Federal Fair Housing regulations. Please complete the forms in the [Affirmative Marketing Section](#) of this application.

15. Describe how the property will affect the demand on local services (schools, parks, fire, police, etc.) both positively and negatively. Please indicate whether the responsible local service agencies have been made aware of the project and if feedback was provided, please describe.

16. If the project is a homeowner rehabilitation program, please be specific about the type and level of assistance that will be provided. For example, what will be the terms of the agreement to the homeowner? Will the assistance be in the form of a grant, deferred-payment loan, non-interest-bearing loan, interest-bearing loan, or a combination of the above? Please also describe how eligible applicants will be screened and selected, and who will oversee the rehabilitation process.

Documents to be included:

- **Market Study (for new construction only)**
- **Neighborhood Notifications**
- **Community Letters of Support**
- **Public Meeting Notices/Information**



Scope of Work

Give a **detailed** description of the scope of work. This scope of work represents the applicant's commitments, activities, and representations that will be part of the funding consideration.

The scope of work should explain the work/services that will be provided on the project and the work that will be performed under a contractual agreement.

The scope of work should list performance requirements, both qualitative and quantitative, and reference specifications, notices and drawings, if construction or design-related.

The scope of work should describe how the work will be divided, with specific tasks listed with their deadlines.

Important Note: Substantial changes to the scope of work after allocation of funds must be submitted to the WCHC for review and approval. Examples of possible changes that are considered substantial:

- Changes in the total number of units in a projects greater than 10 percent;
- Changes in the proposed rent/income targeting;
- Changes in project design beyond those that may be determined as cosmetic;
- Changes to the budget or use of funds; and
- Changes in funding sources

Development Timetable

Indicate the actual or expected date by which the following activities will be completed. Developers will be required to provide project updates every 60 days through completion.

| Project Name | | Actual or Scheduled Month / Year |
|--------------------------------|--|----------------------------------|
| Site: | Acquisition | |
| | Zoning Approval | |
| | Tax Abatement | |
| Construction Financing: | Loan Application | |
| | Conditional Commitment | |
| | Closing and Disbursement | |
| Other Financing: | Type & Source | |
| | Application | |
| | Closing or Award | |
| | | |
| | Type & Source | |
| | Application | |
| | Closing or Award | |
| | | |
| | Type & Source | |
| | Application | |
| | Closing or Award | |
| | | |
| Equity Syndication: | Letter of Commitment | |
| | Partnership Closing | |
| Permanent Financing: | Loan Application | |
| | Conditional Commitment | |
| | Firm Commitment | |
| | Closing and Disbursement | |
| Local Permits: | Conditional Use Permit | |
| | Variance | |
| | Site Plan Review | |
| | Building Permit | |
| | Other (specify) | |
| Construction: | Project Put Out to Bid | |
| | Construction Start | |
| | Construction 90% Complete | |
| | Construction Complete | |
| | Placed in Service (Certificate of Occupancy) | |
| | Occupancy of ALL low-income units | |

1. Will this project execute an agreement for AMHLP funds within 24 months and expend all funds within 4 years or within the time frame indicated in the agreement? Describe potential barriers to meeting this deadline.

2. Provide an overview of the development timetable for any *on-going* development project(s) funded with WCHC funds. Include a chart that details dates, items that have been completed, and changes from the proposed development timeline.

3. If the applicant serves as a subrecipient for any ongoing programs (tenant based rental assistance (TBRA), homeowner rehabilitation, etc.) funded through the WCHC, please provide an update on project expenditures, total funding received, amount expended to date, and number of clients served.



Funding/Financial Section

Did you include the following in your application?

- | | | |
|-----------------------------|------------------------------|---|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Funding/Financial Information |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Outstanding WCHC Loans |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Development Budget |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Pro Forma 1 – Amortized Loan |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Pro Forma 2 – Residual Receipts Loan |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Pro Forma 3, if applicable, Loan with requested alternative terms |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Evidence of all funding/in-kind resources |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Financial Layering Certifications and Assurances |



Funding/Financial Information

Provide all funding *commitment* letters in this section of the application. If a letter can not be attained, please insert a letter on applicant letterhead identifying the funding source, terms and why a commitment letter was unavailable. The WCHC cannot commit HOME funds to a project until all necessary financing is secured, a budget and schedule established ensuring completion within 4 years, underwriting and subsidy layering completed, and construction scheduled to begin within 12 months.

Total project cost:

Organization Contribution

Please describe the funds/resources the applicant organization is contributing to the project. Include evidence (in kind letters, letter of commitment, etc.) of the contributions.

Tax Credits

Is the project applying for Low Income Housing Tax Credits (LIHTC)? ☐ No ☐ Yes

If yes:

Application Date:

Rate expected:

Total Dollar Amount:

Submit evidence from equity investor in [Funding/Financial Section](#) of the application.

Does the project require a tax exempt bond allocation from the local jurisdiction and/or state?

☐ No ☐ Yes, date and amount

Construction financing

| Amount | Rate | Amortization | Term | Payments begin | Source | Commitment Letter |
|--------|------|--------------|------|----------------|--------|--|
| | | | | | | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| | | | | | | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| | | | | | | <input type="checkbox"/> No <input type="checkbox"/> Yes |

Permanent financing

| Amount | Rate | Amortization | Term | Payments begin | Source | Commitment Letter |
|--------|------|--------------|------|----------------|--------|--|
| | | | | | | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| | | | | | | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| | | | | | | <input type="checkbox"/> No <input type="checkbox"/> Yes |

Other funding

Please describe other funding sources that have been received or for which you have or will apply. Describe the status of applications, the amount received/applied for, the funding terms, etc.

Current WCHC funding request
Amount requested from WCHC in this application:

AHMLP provides gap funding/financing for projects. What other options were pursued prior to asking for AHMLP funds (change in scope, cost saving approaches, other fund requests, etc.)?

Describe the terms of the financing you are requesting from the WCHC:

- Indicate the interest rate you are requesting (WCHC usually uses 3% interest);
- Indicate if you are requesting a payment deferral period, and if so, the length of the deferral; indicate what you request to be done with the accrued interest during that period (i.e. added to balance of loan) and after the deferral period how you would want the loan to amortize (WCHC generally amortizes over 30 years and requires the Affordability Period to equal the amortization period) and how you would like payments to be calculated (i.e. straight amortization of equal annual payments over the whole amortization period; annual payments based on a percentage of residual receipts available after expenses and debt service with a balloon payment at end of amortization period; or another schedule with a balloon payment at the end of the amortization period).
- Please attach Pro Forms that include (i) a straight amortizing loan and (ii) a residual receipt repayment schedule and (iii) any other payment schedule you are requesting.

Will the project move forward if it is not allocated the full AHMLP funding request? ☐ No ☐ Yes

If no, please describe why and what methods will be taken to be able to move forward.

Previous WCHC funding for project

Amount of previous WCHC funding committed to this project (including predevelopment):

Previous WCHC funding for this project spent to date:

Date project broke or will break ground/begin construction:

If this project received previous WCHC funding, describe the progress made on this project, and any changes that have been made on the project (financial, scope of work, design, etc.).

Why are additional funds needed for this project? Are the additional funds more or less than what was anticipated in the previous funding application?

Property tax exemption

Will the project request a property tax exemption? ☐ No ☐ Yes, annual exemption \$, annually.

If yes, provide justification on the need for a tax exemption and indicate the benefit the tax exemption brings to the community. Include a summary of the financial implications to the project if an AHMLP award is not made to the project and/or a tax exemption is not provided.



Subsidy Limits

The amount requested from the WCHC must be proportionate to the number of units assisted with AHMLP funds. Per unit subsidy requirements are described at 24 CFR 92.250. Subsidy limits are based on unit size and those limits effective the date the funding agreement is executed will be used for the project. Actual subsidy will be subject to cost allocation and subsidy layering analysis.

| Total Project Units | Total AMHLP Units | % of AHMLP units to proposed units | Amount of AHMLP assistance per AHMLP unit | % of total project budget requested in AHMLP funding |
|---------------------|-------------------|------------------------------------|---|--|
| | | | | |

Affordability Period

The WCHC will approve the affordability period based on the following chart which identifies the **minimum** affordability period for development projects receiving AHMLP funds:

| Activity | Average per Unit HOME \$ | Minimum Affordability Period |
|---|---|---------------------------------|
| Acquisition or rehabilitation of existing housing | <\$15,000/unit \$15,000-\$40,000/unit >\$40,000 | 5 years 10 years 15 years |
| Refinance of rehabilitation project | Any dollar amount | 15 years |
| New construction or acquisition of new housing | Any dollar amount | 20 years |

Note: WCHC may establish/approve longer terms of affordability for funded projects

How long will the project serve the target population? How long will the project remain affordable?

Outstanding WCHC Loans

Please list all projects in which any member of the development team has WCHC funds. Indicate the name, year project completed, amount of WCHC funding received, date repayment began or will begin, and date repayment completed.

| Project | Year Completed | Amount of WCHC funds received | Repayment Start Date* | Date Repayment Completed | Is the project still within the affordability period? |
|---------|----------------|-------------------------------|-----------------------|--------------------------|---|
| | | | | | |
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* If repayment start date has passed and payments are not being made, please explain below:

Development Budget

Complete the applicable development budget spreadsheet that is appropriate for your development project.

If the project contains commercial use space, please provide breakdown of commercial cost on a separate sheet.



| SINGLE-FAMILY HOUSING DEVELOPMENT | | | | | | | |
|-----------------------------------|---------|--------------|-----------|---------|-------|----------------------------------|--|
| Development Budget | | | | | | | |
| Project: | | | | | | Key | |
| | | | | | | White spaces indicate data entry | |
| DEVELOPMENT BUDGET | | | | | | | |
| ITEM | | Cost | % Total | | | | |
| ACQUISITION | | | | | | | |
| Building Acquisition | | 0 | | | | | |
| Land Acquisition | | 0 | | | | | |
| UNIT CONSTRUCTION (see below) | | 0 | | | | | |
| OTHER CONSTRUCTION | | | | | | | |
| Landscaping | | 0 | | | | | |
| Permits | | 0 | | | | | |
| Clearance and Demolition | | 0 | | | | | |
| Utility Connections & Tap Fees | | 0 | | | | | |
| Contingency | | 0 | | | | | |
| INFRASTRUCTURE | | | | | | | |
| Streets and Sidewalks | | 0 | | | | | |
| Water and Sewer | | 0 | | | | | |
| Stormwater & Drainage | | 0 | | | | | |
| Impact Fees | | 0 | | | | | |
| PROFESSIONAL FEES | | | | | | | |
| Site Planning | | 0 | | | | | |
| Architecture & Engineering | | 0 | | | | | |
| Real Estate Attorney | | 0 | | | | | |
| Consultant | | 0 | | | | | |
| Survey | | 0 | | | | | |
| Market Study | | 0 | | | | | |
| Environmental | | 0 | | | | | |
| Organization Expense | | 0 | | | | | |
| FINANCE COSTS | | | | | | | |
| Construction Loan Interest | | 0 | | | | | |
| Construction Origination | | 0 | | | | | |
| Appraisal | | 0 | | | | | |
| Construction Insurance | | 0 | | | | | |
| Property Taxes | | 0 | | | | | |
| SOFT COSTS | | | | | | | |
| Marketing | | 0 | | | | | |
| Other | | 0 | | | | | |
| DEVELOPER FEE | | 0 | | | | | |
| TOTAL DEVELOPMENT COST | | 0 | | | | | |
| Construction/Rehab. Costs | | | | | | | |
| Model Number | Sq. Ft. | Cost/Sq. Ft. | Unit Cost | # Units | Total | Sales Price | |
| 1 | | | 0 | | 0 | | |
| 2 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 3 | | | 0 | 0 | 0 | | |
| 4 | | | 0 | 0 | 0 | | |
| Average | | | 0 | 0 | 0 | 0 | |

| RENTAL HOUSING DEVELOPMENT BUDGET | | | | | | |
|-----------------------------------|------|----------------------------------|-------------|-------|----------|----------|
| PROJECT: | | white space indicates data entry | | | | |
| NUMBER OF UNITS: | | 0 | TOTAL COST: | | 0 | |
| ITEM | COST | % TOTAL | WCHC | OTHER | LIHTC 4% | LIHTC 9% |
| ACQUISITION | | | | | | |
| Build Acquisition | 0 | 0.00% | | | 0 | |
| Land Acquisition | 0 | 0.00% | | | | |
| SITE IMPROVEMENTS | | | | | | |
| Demolition | 0 | 0.00% | | | 0 | 0 |
| On-Site Imp. | 0 | 0.00% | | | 0 | 0 |
| Off-Site Imp. | 0 | 0.00% | | | | |
| CONSTRUCTION | | | | | | |
| Rehabilitation | 0 | 0.00% | | | 0 | 0 |
| New Construction | 0 | 0.00% | | | 0 | 0 |
| General Requirements | 0 | 0.00% | | | 0 | 0 |
| Contractor Overhead | 0 | 0.00% | | | 0 | 0 |
| Contractor Profit | 0 | 0.00% | | | 0 | 0 |
| P & P Bond or LOC | 0 | 0.00% | | | 0 | 0 |
| Contingency | 0 | 0.00% | | | 0 | 0 |
| Permits & Impact Fees | 0 | 0.00% | | | 0 | 0 |
| Furnishings | 0 | 0.00% | | | 0 | 0 |
| Relocation | 0 | 0.00% | | | 0 | 0 |
| Other | 0 | 0.00% | | | 0 | 0 |
| PROFESSIONAL FEES | | | | | | |
| Architect & Engineer | 0 | 0.00% | | | 0 | 0 |
| Real Estate Legal | 0 | 0.00% | | | 0 | 0 |
| Consultants | 0 | 0.00% | | | 0 | 0 |
| Developer Fee | 0 | 0.00% | | | 0 | 0 |
| Environmental | 0 | 0.00% | | | 0 | 0 |
| Cost Certification | 0 | 0.00% | | | 0 | 0 |
| Accounting | 0 | 0.00% | | | 0 | 0 |
| Survey | 0 | 0.00% | | | 0 | 0 |
| Other | 0 | 0.00% | | | 0 | 0 |
| CONSTRUCTION FINANCE | | | | | | |
| Title and Recording | 0 | 0.00% | | | 0 | 0 |
| Constr. Interest | 0 | 0.00% | | | 0 | 0 |
| Constr. Loan Fees | 0 | 0.00% | | | 0 | 0 |
| Appraisal | 0 | 0.00% | | | 0 | 0 |
| Market Study | 0 | 0.00% | | | 0 | 0 |
| Lender Legal | 0 | 0.00% | | | 0 | 0 |
| Other | 0 | 0.00% | | | 0 | 0 |
| PERMANENT FINANCE | | | | | | |
| Perm. Loan Fees | 0 | 0.00% | | | | |
| Credit Enhancement | 0 | 0.00% | | | | |
| Title and Recording | 0 | 0.00% | | | | |
| Lender Legal | 0 | 0.00% | | | | |
| Other | 0 | 0.00% | | | | |
| SOFT COSTS | | | | | | |
| Property Taxes | 0 | 0.00% | | | 0 | 0 |
| Constr. Insurance | 0 | 0.00% | | | 0 | 0 |
| Other Depreciable Soft | 0 | 0.00% | | | 0 | 0 |
| Tax Credit Appl. Fee | 0 | 0.00% | | | | |
| Tax Credit Mon. Fee | 0 | 0.00% | | | | |
| Marketing Expense | 0 | 0.00% | | | | |
| Organizational Exp. | 0 | 0.00% | | | | |
| Other Amort. Soft | 0 | 0.00% | | | | |
| Syndication Expense | 0 | 0.00% | | | | |
| Tax Opinion | 0 | 0.00% | | | | |
| Rentup Expense | 0 | 0.00% | | | | |
| RESERVES | | | | | | |
| Rentup Reserve | 0 | 0.00% | | | | |
| Operating Reserve | 0 | 0.00% | | | | |
| Bond D/S Reserve | 0 | 0.00% | | | | |
| Working Capital | 0 | 0.00% | | | | |
| Other | 0 | 0.00% | | | | |
| DEVELOPMENT COST | 0 | 0.00% | 0 | 0 | 0 | 0 |

Project Pro Forma

Following this page provide **two (2)** detailed pro formas and operating budgets, three (3) if you are requesting alternative loan terms:

- **One (1) pro forma** should be developed based on a 30 year, 3% interest amortized AHMLP loan.
- **One (1) pro forma** should be developed using a residual receipts model for the AHMLP loan.

The operating budgets for both should illustrate income, expenses, and debt service and should be over a minimum 15 year period and should also **cover the entire requested AHMLP funding/loan term** (ex: 30 years). Provide any presumptions used in developing the pro formas, such as anticipated refinancing, etc. Delineate if utilities are included in the rent total and show calculations. Pro formas should include achievable rent rates, market vacancies, all fees and debt coverage ratio. The pro formas should adhere to basic pro forma industry standards:

Basic Pro Forma Industry Standards

INCOME

- * All income should be included in the pro forma (commercial, residential, laundry, etc.).
- * All additional equity contributions to the operating budget (e.g., staged tax credit equity payments, funds to cover anticipated initial operating deficit) should be shown as income.
- * The rate of increase for income should be no higher than 3 percent per year for the average project.

OPERATING EXPENSES

- * All cash expenses should be included and reflect the project's type (rental, cooperative, condominium), size (number of units), services and costs provided by the locality (garbage collection, tax abatement, water and sewer charges) and type of mechanical systems (electric vs. gas).
- * Expenses should always be trended higher than income on an annual basis, e.g., increases of 4 to 4.5 percent per year (as compared to 3 percent for income).
- * Operating expenses tend to be generally 30-40 percent of gross rents for a market rental project (varies depending on many factors including the limitation on gross rents that can be obtained in a AHMLP subsidized project vs. a market rate project which has no such limitations). The operating expenses of comparable rent controlled projects should also be examined to determine a percentage for the project.
- * The vacancy rate should be a minimum of 5 percent on an annual basis (regardless of project type, size or market conditions).
- * Property management fees should be approximately 5-7 percent of gross rents. Please note that the 5-7 percent range is based solely on the managing agent's property management responsibilities. If social services are included in the rent and the managing agent has the responsibility to coordinate/provide such services, the fee may be higher based on additional responsibilities.

EXPENSES

- * All non-cash expenses should be included such as depreciation, amortization of fees and amortization of principal.
- * All partnership distributions (surplus cash) should be included as expenses.
- * All debt service should be included in the cash flow projections.

The WCHC requires that upon project completion, major systems must have a useful life of at least five years. For rehabilitation projects, the WCHC requires an estimate of the remaining useful life of major systems. [Major systems include structural support, roofing, cladding, and weatherproofing (e.g., windows, doors, siding, gutters), plumbing, electrical and heating, ventilation, and air conditioning.] If the remaining useful life is less than the affordability period, the WCHC requires **replacement reserve deposits** to ensure that the project's major systems and physical needs can be adequately maintained and addressed throughout the affordability period.

Insert pro formas HERE

Insert all evidence of funding/in-kind resources for this project here.

- Commitment letters
- Award letter
- In-kind letters
- Equity/Tax Credit documentation, Etc.

Financial Layering Certifications and Assurances

- A. The WCHC's AHMLP applicant, based on the U.S. Department of Housing and Urban Development (HUD) Community Planning and Development (CPD) Notice 98-01, has furnished a pro forma(s) that includes achievable rent levels, market vacancies and operating expenses and also specifies the consequences of tax benefits, if any, and any other assumptions used in calculating the project cash flow to determine the reasonableness of the rate of return on the equity investment.
- B. The WCHC's AHMLP applicant has submitted a pro forma(s) that represents *Basic Pro Forma Industry Standards*, at a minimum, in accords with the term of the project affordability.
- C. The WCHC's AHMLP applicant understands that if the income/expense statement does not meet the guidelines and/or the supporting documentation presented is not adequate to justify the projections in the pro forma, the income/expense analysis in the appraisal will be reviewed for consistency and/or verification. The expense sources may be contacted for verification of the costs.
- D. The WCHC's AHMLP applicant understands that the project cash flow is defined as: the spendable cash generated annually (at the end of the yearly period) after all operating expenses and debt service payments have been deducted from the gross revenues of the property.
- E. The WCHC's AHMLP applicant further understands that the determination of a reasonable rate of return on the equity investment will be based on an evaluation of the individual project as it compares to market standards for similar investments.

I, _____ (AHMLP applicant's name) and/or principal officer's associated with this AHMLP project, from this date of certification forward,

(Check the appropriate box)

☐ certify that governmental assistance provided or future governmental assistance are/will be in the project.

☐ certify that no other governmental assistance or future governmental assistance is/will be in the project.

It is further certified that should other governmental assistance be sought in the future, the WCHC will be notified promptly.

It is also further certified that total proposed funding (both private and public) does not exceed the total development costs for the project.

The WCHC will also be notified promptly by the recipient should changes to this certification occur.

In **Witness Whereas**, the AHMLP recipient has caused this document to be executed in its name on the day of _____, 201__.

By: _____

Title: _____



Site Information Section

Developers are encouraged to propose project sites outside of areas of low income or minority concentration, where the proportion of low income or any racial or ethnic minority is more than 10% higher than the proportion for the regional as a whole. Developer should be aware that projects located in concentrated areas of low income or minority populations may be subject to additional review by the Washoe County HOME Consortium and the U.S. Department of Housing and Urban Development. Ultimately a project allocated funds by the WCHC may be prohibited by the Division of Fair Housing and Equal Opportunity within HUD from entering into a funding agreement and proceeding.

Did you include the following in this Section?

- | | | |
|-----------------------------|------------------------------|---|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Site Overview |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Site Plan/Renderings |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Evidence of Site Control |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Site Impacts Overview |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Environmental Review Acknowledgement |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Environmental/ Phase I |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Asbestos Report |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Lead Based Paint Certifications and Assurances |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Preliminary Title Report |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Communication with State Historic Preservation Office |



Site Overview

SITE AND NEIGHBORHOOD STANDARDS

The WCHC must administer its HOME program in a manner that provides housing that is suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d—2000d-4), the Fair Housing Act (42 U.S.C. 3601 et seq., E.O. 11063 (3 CFR, 1959-1963 Comp., p. 652), and HUD regulations issued pursuant thereto; and promotes greater choice of housing opportunities.

New rental housing. In carrying out the site and neighborhood requirements with respect to new construction of rental housing, a participating jurisdiction is responsible for making the determination that proposed sites for new construction meet the requirements in 24 CFR 983.57(e)(2) and (3).

Existing and rehabilitated housing site and neighborhood standards. A site for existing or rehabilitated housing must meet the following site and neighborhood standards. The site must:

- (1)** Be adequate in size, exposure, and contour to accommodate the number and type of units proposed, and adequate utilities and streets must be available to service the site. (The existence of a private disposal system and private sanitary water supply for the site, approved in accordance with law, may be considered adequate utilities.)
- (2)** Promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons.
- (3)** Be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted, standard housing of similar market rents.
- (4)** Be so located that travel time and cost via public transportation or private automobile from the neighborhood to places of employment providing a range of jobs for lower-income workers is not excessive. While it is important that housing for the elderly not be totally isolated from employment opportunities, this requirement need not be adhered to rigidly for such projects.

New construction site and neighborhood standards. A site for newly constructed housing must meet the following site and neighborhood standards:

- (1)** The site must be adequate in size, exposure, and contour to accommodate the number and type of units proposed, and adequate utilities (water, sewer, gas, and electricity) and streets must be available to service the site.
- (2)** The site must not be located in an area of minority concentration, except as permitted under paragraph (e)(3) of this section, and must not be located in a racially mixed area if the project will cause a significant increase in the proportion of minority to non-minority residents in the area.
- (3)** A project may be located in an area of minority concentration only if:
 - (i)** Sufficient, comparable opportunities exist for housing for minority families in the income range to be served by the proposed project outside areas of minority concentration (see paragraph (e)(3)(iii), (iv), and (v) of this section for further guidance on this criterion); or
 - (ii)** The project is necessary to meet overriding housing needs that cannot be met in that housing market area (see paragraph (e) (3)(vi)) of this section for further guidance on this criterion).
 - (iii)** As used in paragraph (e)(3)(i) of this section, “sufficient” does not require that in every locality there be an equal number of assisted units within and outside of areas of minority concentration. Rather, application of this standard should produce a reasonable distribution of assisted units each year, that,



over a period of several years, will approach an appropriate balance of housing choices within and outside areas of minority concentration. An appropriate balance in any jurisdiction must be determined in light of local conditions affecting the range of housing choices available for low-income minority families and in relation to the racial mix of the locality's population.

(iv) Units may be considered “comparable opportunities,” as used in paragraph (e)(3)(i) of this section, if they have the same household type (elderly, disabled, family, large family) and tenure type (owner/renter); require approximately the same tenant contribution towards rent; serve the same income group; are located in the same housing market; and are in standard condition.

(v) Application of this sufficient, comparable opportunities standard involves assessing the overall impact of HUD-assisted housing on the availability of housing choices for low-income minority families in and outside areas of minority concentration, and must take into account the extent to which the following factors are present, along with other factors relevant to housing choice:

(A) A significant number of assisted housing units are available outside areas of minority concentration.

(B) There is significant integration of assisted housing projects constructed or rehabilitated in the past 10 years, relative to the racial mix of the eligible population.

(C) There are racially integrated neighborhoods in the locality.

(D) Programs are operated by the locality to assist minority families that wish to find housing outside areas of minority concentration.

(E) Minority families have benefited from local activities (e.g., acquisition and write-down of sites, tax relief programs for homeowners, acquisitions of units for use as assisted housing units) undertaken to expand choice for minority families outside of areas of minority concentration.

(F) A significant proportion of minority households has been successful in finding units in non-minority areas under the tenant-based assistance programs.

(G) Comparable housing opportunities have been made available outside areas of minority concentration through other programs.

(vi) Application of the “overriding housing needs” criterion, for example, permits approval of sites that are an integral part of an overall local strategy for the preservation or restoration of the immediate neighborhood and of sites in a neighborhood experiencing significant private investment that is demonstrably improving the economic character of the area (a “revitalizing area”). An “overriding housing need,” however, may not serve as the basis for determining that a site is acceptable, if the only reason the need cannot otherwise be feasibly met is that discrimination on the basis of race, color, religion, sex, national origin, age, familial status, or disability renders sites outside areas of minority concentration unavailable or if the use of this standard in recent years has had the effect of circumventing the obligation to provide housing choice.

(4) The site must promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons.

(5) The neighborhood must not be one that is seriously detrimental to family life or in which substandard dwellings or other undesirable conditions predominate, unless there is actively in progress a concerted program to remedy the undesirable conditions.

(6) The housing must be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted, standard housing of similar market rents.

(7) Except for new construction, housing designed for elderly persons, travel time, and cost via public transportation or private automobile from the neighborhood to places of employment providing a range of jobs for lower-income workers, must not be excessive.

Attach conceptual site plan/rendering and evidence of site control in the [Site Information Section](#).

| | | | |
|------------------|---|---|--|
| Project Address: | | | |
| | <input type="checkbox"/> Reno City Limits | <input type="checkbox"/> Sparks City Limits | <input type="checkbox"/> Washoe County |



| | |
|------------------------------|--|
| APN and Census Tract: | |
| Present Legal Owner of Site: | |
| Address: | |
| Phone Number: | |

| | | | |
|--|-----------|------------|--|
| Number of Acres: | | | |
| Total Number of Units in the Project: | Existing: | | |
| | Proposed: | | |
| Density (units/acre): | | | |
| Number of Buildings: | | | |
| Number of Stories: | | Elevators: | |
| Average Unit Sq. Ft.: | | | |
| Common Area Sq. Ft.: | | | |
| Residential Manager and Staff Area Sq. Ft. | | | |

| | | | |
|---|--------------------------------|---------------------------------|---|
| Is this a rehabilitation project? | No <input type="checkbox"/> | Yes <input type="checkbox"/> | If yes, in what year was the building completed? |
| How old are the buildings on the property—date of construction. | | | |
| Are the units occupied? | No <input type="checkbox"/> | Yes <input type="checkbox"/> | If occupied, will relocation be necessary? Explain. |
| 1. If not occupied, how long has the property been unoccupied? | | | A relocation plan is required if the property has not been vacant for the prior 6 months. |

| | | |
|------------------------------------|--------------------------------|--|
| Does Project have rent exceptions? | No <input type="checkbox"/> | Yes. Describe: <input type="checkbox"/> |
|------------------------------------|--------------------------------|--|

| | | |
|--|------------------------------|-----------------------------|
| Current zoning and Master Plan Designation | | |
| Does your project require zoning/master plan amendment(s)? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If Yes, has an application been submitted and/or the anticipated date(s) of completion. | | |
| Provide a description of the surrounding properties. Are the buildings surrounding the property residential, commercial, etc? Are they single level, two stories, three stories, etc? | | |
| How old are the surrounding buildings? | | |
| <p>If any buildings on the site or the surrounding properties are over 50 years old, or the project is within an Historic District, you should refer to the Secretary of the Interior's <i>Standards for Rehabilitation Manual</i> (available from the U. S. Government printing Offices at http://bookstore.gpo.gov/actions/GetPublication.do?stocknumber=024-005-01091-2)</p> | | |



or through the WCHC office) or the Nevada State Historic Preservation Offices for any additional requirements that may be placed on the property/project. Include copies of communication with the State Historic Preservation Office in the [Site Information Section](#) of the application.

Any rehab of a 50 year old building or any demo of any portion of a structure over 50 years old on Reno will need to be reviewed by the Reno Historic Resources Committee. Developer should arrange to place the project on an agenda of that committee prior to the beginning of the TRC public hearings in January.

Attach:

- **Site Plan/Renderings**
- **Evidence of Site Control**

Site Impact Overview

Does the project have constraints regarding the following categories?

| | NO | YES | If Yes, please explain |
|---|--------------------------|--------------------------|------------------------|
| Access/Parking: | <input type="checkbox"/> | <input type="checkbox"/> | |
| Existing/Proposed site improvements not included in narrative: | <input type="checkbox"/> | <input type="checkbox"/> | |
| Design Standards: | <input type="checkbox"/> | <input type="checkbox"/> | |
| Environmental/Phase I: must attach Phase I in the Site Information Section of this application. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Topography and Soils: | <input type="checkbox"/> | <input type="checkbox"/> | |
| Lead Paint: If built before 1978. For all rehab or new construction projects on property built before 1978, the developer must provide tenants with the EPA "Renovate Right" pamphlet found at http://www.epa.gov/lead/pubs/renovaterightbrochure.pdf Renovation firms must be certified under EPA's Renovation, Repair and Painting Rule. Individuals must be trained in lead-safe work practices. Applicant must complete Lead Based Paint Certifications and Assurances Form in the Site Information Section of this application. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Asbestos: If Yes, attach Asbestos Report in the Site Information Section of this application. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Flood Plain Concerns: | <input type="checkbox"/> | <input type="checkbox"/> | |
| Relocation (24CFR 92.353): If property has not been vacant for the preceding 12 months, complete the relocation plan and place under. If yes, must attach Relocation documents included in the Relocation Section of this application. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Preliminary Title Report: please attach in the Site Information Section of this application. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Water Rights: | <input type="checkbox"/> | <input type="checkbox"/> | |
| Location/Availability of Utilities: | <input type="checkbox"/> | <input type="checkbox"/> | |
| Other: | <input type="checkbox"/> | <input type="checkbox"/> | |

Environmental Review Acknowledgement

Applicant understands and acknowledges that the environmental effects of each activity/project carried out with WCHC federal and state HOME funds must be assessed in accordance with the provisions of the National Environmental Policy Act of 1969 (NEPA) and the related authorities listed in HUD's implementing regulations at 24 CFR parts 50 and 58.

Applicant understands and acknowledges that the Washoe County HOME Consortium staff has the responsibility for the environmental review, decision-making, and action for each activity/project that it carries out with HOME funds in accordance with the requirements imposed on a recipient under 24 CFR part 58.

Applicant understands and acknowledges that completion of the *environmental review process* is mandatory BEFORE taking any physical action on a site, or making a commitment or expenditure of HUD or non-HUD funds for property acquisition, rehabilitation, conversion, lease, repair or construction activities. "Non-HUD funds" means any Federal, state, local, private or other funds.

Applicant understands and acknowledges that HOME funds may not be used to reimburse a non-governmental entity for project-related costs incurred after the entity has submitted/or intends to submit an application for HOME funds and before approval by HUD (or the state in the case of state recipients) of the Request for Release of Funds and Certification except for activities that are exempt or are excluded and not subject to the laws in §58.5 and for certain relocation costs. A non-governmental entity (subrecipients, contractors, owners and developers) **must not take actions** that would have an adverse impact or limit the choice of reasonable alternatives on projects.

Applicant further understands and acknowledges that undertaking any of the mentioned activities will jeopardize WCHC funding and may result in any funding that was awarded being rescinded.

Applicant further understands and acknowledges that the environmental assessment will take a minimum of sixty (60) days from the initiation of the environmental review process by the WCHC staff and that the process will not be initiated until a full scope of work and updated project information is submitted and approved by WCHC staff.

Applicant understands and acknowledges that if Applicant is allocated funding the Environmental Assessment packet must be completed and returned by the applicant to the WCHC within two months of receiving confirmation of HOME funding.

Executive Director/Authorized Official

Date: _____



Environmental Assessment Packet Requirements

An Environmental Review **must be completed** by the WCHC before an agreement between the applicant and the WCHC can be signed **AND** before any HOME funds can be expended or any work of any kind done to/on the property.

In order to process the environmental review, the WCHC requires that each project applicant allocated funding submit an Environmental Assessment Packet that includes:

1. Assessor's Parcel Number of property
2. Address of property--including Zip Code and nearest cross street
3. Contact Person Name & Phone Number for additional information needed for the environmental review*
4. Estimated Project Budget
5. Map of surrounding parcels with the age of the structures on those parcels noted on the map.
5. Color photos of project site with each photo labeled indicating direction of the shot and/or what portion of the project is pictured
 - a. Rehab – photos should be taken of the property to be rehabbed (front, back and sides of building. Take photos of all adjacent and surrounding properties (looking north, south, east and west)
 - b. New Construction – photos should be taken of the site itself as well as the surrounding adjacent properties looking north, south, east and west.*(Be sure to clearly label **all** pictures with address, APN, or some other identifying name.)*
6. Detailed description of the proposed project; all development activity.
7. Describe in detail the existing conditions of the project area and its surroundings, and trends likely to continue in the absence of this project.
8. Rendering of proposed project
9. New Construction – Energy Consumption – will the developer agree to procure construction materials that are Energy Star approved?
10. Is project in conformance with existing zoning, or other land use regulations? Provide documentation.
11. Phase II environmental report, if available

*Please note that additional pictures and/or other information may be required after review of the initial documents provided in this packet.

If this project for which you are applying is allocated funding, the environmental assessment packet of information must be provided to the WCHC offices within two months of being approved for HOME funding. That packet should be sent to:

**Manager
Housing and Neighborhood Development
Community Development Department
1 East 1st St, Reno, NV 89501 or
PO Box 1900, Reno, NV 89505**

Should you have questions regarding the environmental review or the required documentation, please call Housing and Neighborhood Development, City of Reno: 775-334-4228; 775-334-2578.

Insert:

- **Environmental/Phase I**
- **Asbestos Report**
- **Preliminary Title Report**
- **Communication with Historic Resources Committee and the State Historic Preservation Office**



Lead-Based Paint Certifications and Assurances

- A. For applicants receiving HOME Investment Partnership Program funds, 24 CFR 92.356 of the HOME final rule requires that the Washoe County HOME Consortium (WCHC) Affordable Housing Municipal Loan Program (AHMLP) funded projects notify owners, tenants and purchasers of HOME-assisted units constructed **before 1978** of the hazards of Lead-based Paint.
- B. The applicant understands that contractors performing renovation, repair and painting projects that disturb lead-based paint in homes, child care facilities, and schools built before 1978 must be certified and must follow specific work practices to prevent lead contamination. EPA requires that firms performing renovation, repair, and painting projects that disturb lead-based paint in pre-1978 homes, child care facilities and schools be certified by EPA and that they use certified renovators who are trained by EPA-approved training providers to follow lead-safe work practices.
- C. The WCHC AHMLP applicant agrees to test all units in projects receiving funding.
- D. The WCHC AHMLP recipients are required to test using the more stringent HQS definition which states that an "elevated blood lead level," is "a confirmed concentration of lead in whole blood of 20 micrograms per deciliter for a single test or 15-19 micrograms per deciliter in two tests 3-4 months apart."
- E. The WCHC's AHMLP applicants agree to mitigate if the project tests positive for lead-based paint. The Applicant agrees to adhere to **Title 24--Housing and Urban Development: Part 35 Lead-Based Paint Poisoning Prevention in Certain Residential Structures.**
- F. The WCHC's AHMLP applicant shall submit the following signed statement as part of their funding authorization:

I, _____ (AHMLP applicant's name) and/or principal officers associated with this AHMLP project, from this date of certification forward, will take affirmative action to test for and mitigate lead-base paint in funded projects built before 1978. The WCHC will also be notified by the recipient should changes to this certification occur.

☐ This certification does not apply to this application because it was not built before 1978 or it is a new construction project.

In **Witness Whereas**, the AHMLP applicant has caused this document to be executed in its name on the day of _____, 201__.

By: _____

Title: _____



Unit Information Section

Does this section contain the following information?

☐ No ☐ Yes

Unit Information

☐ No ☐ Yes

Accessibility Information

☐ No ☐ Yes

Architect's Certification for Compliance with Minimum Standards for Accessibility by the Physically Handicapped



Unit Information

All applications for rental developments must provide 30% of the proposed WCHC funded units at 30 percent of area median household income level, with a minimum of three (3) units in any project. If the project contains units with different numbers of bedrooms, there should be at least a 30% unit of each bedroom type (for example, with a mix of one, two and three bedrooms, at least one 1-bedroom at 30%, one 2-bedroom at 30%, and one 3-bedroom at 30%). The exact mix of the WCHC units, whether fixed or floating and bedroom sizes, will be determined by the WCHC staff in coordination with the developer

If the preferred 30% unit mix cannot be met with this project, please explain fully:

Indicate preference (WCHC will make final determination):

☐

Fixed Units

☐

Floating Units

Please indicate the reason for your choice of fixed or floating:

Although the exact mix of the WCHC units, whether fixed or floating and bedroom sizes, will be determined by the WCHC staff in coordination with the developer, please indicate the *planned* unit mix below.

| # of bed-rooms | Unit Size (Sq. Ft.) | Total # of Units | # of AHMLP units | Gross Rents per Unit (Note that Gross Rent includes the Utility Allowances) | Proposed Utility Allowance (utility allowance must be the applicable Reno Housing Authority allowance for unit size and type) | % of Area Median Income Targeted |
|----------------|---------------------|------------------|------------------|---|---|----------------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| TOTAL: | | | | | | |

The most recent HOME income limits and rent for Reno, Sparks, and Washoe County are available by calling WCHC staff at 775-334-4228 or 334-2578. Gross rents include utility allowances.

Please note: Within 18 months from the date of project completion, if a unit has not been occupied by an eligible tenant, HUD will require repayment of all HOME funds invested in the unit. A unit that has not served a low- or very low-income household has not met the purposes of the HOME program. Therefore, the costs associated with the unit are ineligible.



Accessibility Information

A project under the HOME program means “a site or sites together with any building (including manufactured housing units) or buildings located on the site(s) under common ownership, management and financing, to be assisted with HOME funds as a single undertaking and includes all activities associated with the site and building.” Any project assisted under the HOME Program is subject to HUD accessibility requirements from three Federal statutes:

The Rehabilitation Act (1973) Section 504: Applies to new construction multi-family rentals of 5 or more units and substantial rehab (greater than 75% of replacement cost, which is the value of the rehab after completion) of 15 or more units, **requiring 5 % of the total number of the project’s units to be for physically impaired** (a unit that is on an accessible route and is adaptable and otherwise in compliance with the standards set forth in Sec. 8.32 is accessible for purposes of this section), **PLUS an additional 2% of the total number of the project’s units to be for sensory impaired** (Please note that HUD has advised that using kits marketed to adapt the unit for sensory impaired persons may not fully meet this unit requirement). For example, a complex with 40 units would need 2 units for physically impaired plus an additional one unit for sensory impaired or 3 total units. Other situations must be addressed “to the maximum extent feasible.” The act also requires that the program be made accessible (that is, with office accessibility, intake procedures, applications, etc.) and promoted affirmatively. It further requires that all units be made “visitable” by persons with disabilities to the furthest extent feasible. Employers must make employment accessible and recipients or subrecipients having 15 or more employees must designate a Section 504 Coordinator and notify program participants and employees of non-discrimination policies, as well as conduct self-evaluations of compliance with Section 504. For further information: <http://www.hud.gov/offices/fheo/disabilities/504keys.cfm#504>

Fair Housing Amendments Act (1988): Prohibits discrimination based on disability and imposes general accessibility standards for newly constructed projects of 4 or more rental units. The standards cover public and common use areas, passageways, and ground floor and elevator accessible units. It requires reasonable accommodations for occupants to do reasonable modifications.

Americans with Disabilities Act (1998): Extended the requirements to State and local programs that persons with disabilities have equal opportunity to benefit.

Based on the above information regarding accessibility requirements this project will have:

Physically impaired units (#):

Sensory impaired units (#):

| | |
|-------------------------------|--|
| Section 504 Coordinator Name: | |
| Organization/Business: | |
| Address: | |
| Phone Number: | |
| Email Address: | |

Special Needs Populations:

The U.S. Department of Housing and Urban Development (HUD) defines special needs housing as housing with supportive services for persons who are homeless and low-income persons with HIV/AIDS. The Fannie Mae Foundation defines special needs housing as “housing for any persons who could not maintain housing stability on their own and require supportive services to meet their needs. This type of housing may be SRO, transitional housing or group homes. Special needs populations can be as varied as the homeless or people at-risk of homelessness, the mentally ill, physically disabled, substance abusers or recovering abusers, people with AIDS, the frail elderly, unattached youth, or teen parents.”

Does this project or any of the units serve a special needs population? ☐ No ☐ Yes

If yes, describe the special needs population to be served and the number of units and percentage of AMI targeted. Explain how these units compare/differ from standard units.



Architect's Certification for Compliance with Minimum Standards for Accessibility by the Physically Handicapped

| | |
|---------------|--|
| Project Name: | |
|---------------|--|

Pursuant to the requirements of the Architectural Barriers Act of 1968, 42 USC 4151, and the regulations issued subsequent thereto, the undersigned certifies that the design of the above-mentioned project is in conformance with the minimum standards contained in the American Standard Specifications for Making Buildings and Facilities Accessible To and Usable By the Physically Handicapped, Number a-1117.1R-1971 (as modified by 41 CFR 101-19.603)

| | |
|----------------------------|---------------|
| Architect for the Project: | Firm Name: |
| Address: | Phone Number: |
| Email Address: | Fax Number: |
| Signature: | Date: |

Development Team Section

Did you include the following in your application?

- | | | |
|-----------------------------|------------------------------|---|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Development Team Description |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Identity of Interest/Business Associations |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Debarment/Suspension Checklist |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | All members, consultants, contractors, subcontractors' debarment verification |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | 3 Letters of reference |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | A resume for each member of the development/partnership team |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | The most recent financials for each member of the development organization and/or partnership |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | A copy of all partnership agreements/memorandums outlining roles, responsibilities, and timing of contributions |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | CHDO staff training plan, if applicable |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Consultant agreement/scope of work |



Development Team Description

Applicants currently receiving WCHC HOME/CDBG/LIHTF funds for any project/program, who are also applying for FY2017-2018 AHMLP funds, must be in compliance with all terms of current agreement(s) and must not have any outstanding audit findings, monitoring findings or concerns as determined by the Consortium.

Does the applicant currently have outstanding findings/concerns: ☐ No ☐ Yes ☐ N/A

If there are current audit findings or monitoring findings and/or concerns, please describe what they are and how they are being addressed.

Describe the experience of the applicant(s) in successful development of low income housing (names, addresses, and nature of low-income projects). If the applicant is a CHDO, indicate which projects were CHDO set-aside eligible projects and describe the role/activities played by the CHDO in the development process.

Describe any default, disposition of or status of default, foreclosure or findings of non-compliance for any projects.

Developer

Developer Name:

Partnership Name (if applicable):

Clearly identify all individuals and corporate members holding more than 5% ownership or financial interest and their anticipated return on investment or other payment terms. If the partnership is comprised of other partnerships (LLCs, LPs, etc.) the individual and corporate members of those entities must also be identified.

Submit one copy of the most recent financials for each member of the development organization and/or each member of the partnership(s) at the time of application submittal. Place the financial documents in the [Development Team Section](#) of the application of the required hard copy, original application only.

Provide a copy of all partnership agreements/documents, memorandums of understanding, etc. that outline the roles and responsibilities of all members of the partnership and the nature and timing of their contributions.

A CHDO applicant for WCHC CHDO-eligible set aside funding in partnership with another entity--LLC, LP, or other legal entity-- must clearly demonstrate in all of their agreements that the CHDO is the managing general partner and the member with at least fifty-one percent (51%) of the voting majority over the use of WCHC funds. Provide a copy of the agreement(s) which clearly stipulates this requirement.

CHDO Applicants Only: CHDOs must demonstrate the capacity of their key staff to carry out the AHMLP assisted activities they are planning. This means that CHDOs must have **experienced key staff that have successfully completed projects similar to those proposed by the CHDO.**

Please list the names of key CHDO staff members, title, and the roles and activities in which they have been involved showing experience with similar projects and what activities they will undertake for this project.



Contractor

If known, please list all contractors and subcontractors involved in the development/construction project:

| Name | Address | Role/Trade | Section 3 Owned Business | Minority/Women Owned Business |
|------|---------|------------|--|--|
| | | | <input type="checkbox"/> No <input type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| | | | <input type="checkbox"/> No <input type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| | | | <input type="checkbox"/> No <input type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| | | | <input type="checkbox"/> No <input type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| | | | <input type="checkbox"/> No <input type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| | | | <input type="checkbox"/> No <input type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| | | | <input type="checkbox"/> No <input type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| | | | <input type="checkbox"/> No <input type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| | | | <input type="checkbox"/> No <input type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> Yes |

If known, describe the general contractor's experience in successful development of housing projects. Provide names, addresses, etc. for both market rate and low-income projects. Specifically identify projects that are low-income projects.

Property Management Company

Property Management Company or Property Manager Name (if known):

Address:

Phone Number:

Please briefly describe the company's experience managing low-income properties.

Attorney

Attorney Name:

Firm Name (if applicable):

Address:

Phone Number:

Architect

Architect Name:

Firm Name (if applicable):

Address:

Phone Number:

Development Consultant, if applicable



Consultant Name:
Firm Name (if applicable):
Address:
Phone Number:

Briefly describe the role the consultant will play in the development process.

Provide previous roles and activities in which the consultant has been involved that would indicate experience with similar projects and activities being undertaken for this project.

Include the consultant agreement/scope of work.

First time applicants for WCHC AHMLP funding must submit three (3) letters of reference.

All applicants must submit a resume for each member of their developer partnership(s)/team.



Identity of Interest/Business Associations

1. Does an identity of interest or business association exist between the Applicant, Applicant's Board, Developer, Developer's Board or Owner, Owner's Board and/or any other member of the development team? If members of the development team are related or associated in any way, please indicate the nature of the relationship (Examples: family relationships; acting as a director, officer or owning stock in corporations; being partners (general or limited) or principals in a partnership; members in a limited liability company; or managing, advising or directing other corporate or business entities; employer/employee relationship, etc.). ☐ Yes ☐ No

If Yes, describe the level of participation and/or relationship of each.

2. Do any members of the development team have any direct or indirect financial or other interest with any of the other project team members (including owners interest in the construction company or subcontractors used, management companies, etc.)? ☐ Yes ☐ No

If Yes, describe the level of participation and/or relationship of each.

Covenant Against Contingent Fees

The applicant guarantees with submission of this application that no person or selling agency has been employed or retained to solicit or secure these funds upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide permanent employees. For breach or violation of this warranty, the WCHC shall have the right to annul the agreement without liability or in its discretion to deduct from the agreement allocation or consideration or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

Debarment/Suspension Checklist

No members of the development team, contractors, subcontractors, etc. that have been suspended or debarred under HOME or any other federal funding program may be used when working on a WCHC AHMLP development/program. All applicants and their contractors must verify eligibility before contracting with *any* party (Check for suspension or debarment at <https://gw.sam.gov>. Print out and provide copy(ies) of the website page that shows that the members of the development team have been researched for suspension or debarment.) Attach printouts.

[illegible]



Insert Here:

- Consultant Agreement Scope of Work, if applicable
- CHDO staff training plan, if applicable
- Partnership Agreements/documents/MOU, outlining roles and responsibilities of each member and the nature and timing of their contributions
- Financial for each member of the development organization and/or member partnership in original hard copy only
- Resumes for each development member
- Debarment verifications



Minority & Women Owned Business Section

Does your application include the following?

☐ No ☐ Yes Documentation/description of attempts/plans to solicit minority and/or women's business enterprises

☐ No ☐ Yes Minority/Women's Business Enterprise Certifications and Assurances



Minority & Women Owned Businesses

All applicants receiving WCHC AHMLP funds must take all necessary affirmative steps to assure that small and minority firms, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps provided in 24 CFR 85.36(e) include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small minority businesses and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
5. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce; and,
6. Requiring that the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs 1-5 above.

Provide documentation/description (such as contact lists, meetings) of applicants attempts/plans to solicit small minority and/or women's business enterprises and complete the [Minority/Women's Business Enterprise Certifications and Assurances form](#).

Provide documentation/description (such as contact lists, meetings) of applicants attempts/plans to solicit small minority and/or women's business enterprises here

Minority/Women's Business Enterprise Certifications and Assurances

- A. HOME Investment Partnership Program, 24 CFR 92, requires that the Washoe County HOME Consortium (WCHC) takes positive steps to maximize the utilization of minority and women's business enterprises in all contract agreements administered by the Affordable Housing Municipal Loan Program (AHMLP) funds.
- B. The WCHC's AHMLP funds recipients are required to utilize their best efforts to carry out this federal requirement in the award of contracts and subcontracts to the fullest extent consistent with the efficient performance of contracts. As used in this contract, the term "minority or women's business enterprise" means a business, at least 50 percent of which is owned by minority group members or women or, in the case of publicly owned business, at least 51 percent of the stock is owned by minority group members or women. For the purpose of this definition, minority group members are Black, Hispanics, Asians, Native Americans, Alaskans or Pacific Islanders and the businesses have been certified as Minority/Women's Business Enterprise by the Nevada Department of Transportation, Airport Authority of Washoe County and/or the Sierra Pacific Power Company Logistics and Women/Minority Business Development Department.
- C. The WCHC's AHMLP recipient shall submit the following signed statement as part of their funding request:
- I, _____ (AHMLP recipient's name) and/or principal officer's associated with this AHMLP project and any AHMLP property(ies) with which the recipient is or will be associated with, from this date of certification forward, will take affirmative action to seek out and consider minority and women's business enterprises for the portions of work to be contracted/subcontracted. Such actions will be fully documented in the organization's records and available upon request.**
- D. As a WCHC AHMLP recipient the *Minority and Women Business Enterprise form* (download copy at https://portal.hud.gov/hudportal/documents/huddoc?id=DOC_11712.pdf) shall be completed and returned along with the project completion report and final draw request.

Project Name

Print Name and Title

Organization's Name

Signature of Organization's Authorized Representative

Date



Section 3 Section

Does the application include the following information?

- | | | |
|-----------------------------|------------------------------|---------------------------------|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | WCHC Section 3 Plan Information |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Section 3 Clause |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Section 3 Utilization Plan |



WCHC Section 3 Plan Information

Projects receiving over \$50,000 in AHMLP funds must make their best efforts to comply with Section 3 of the Housing and Urban Development Act of 1968, as amended. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the area of the Section 3 covered project, and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the Section 3 covered project. Please review the City of Reno/WCHC Section 3 Plan for additional information and requirements. The Plan can be found at www.reno.gov/Section3.

The following goals will be incorporated into all funding contracts:

1. Employment: 30% of the aggregate number of new hires during a one year period for all applicable projects should be Section 3 residents. New hires defined as full-time employees for permanent, temporary or seasonal employment opportunities. A new hire would be a person who is not on the payroll at the time of receipt of the funding award or contract and would include any employees who were laid off and rehired. Example: A construction contractor hires 10 new workers. Three of the new workers should be Section 3 residents.
2. Contracting: (a) At least 10% of the total dollar amount of all Section 3 covered contracts for building trades work arising in connection with housing rehabilitation, construction, and other public construction (infrastructure) with federal funds; and (b) At least 3% of the total dollar amount of all other covered Section 3 contracts to Section 3 business concerns. The City will review Section 3 Utilization Plans prior to the initiation of construction.

Each developer, recipient, and contractor preparing to undertake work pursuant to a Section 3 covered contract directly with the City of Reno shall develop and implement a detailed Section 3 Utilization Plan, which shall:

- Set forth the approximate number and dollar value of all contracts proposed to be awarded to all businesses within each category (type or profession) over the duration of the Section 3 covered project;
- If known, the estimated number of current and new employees provided work through the contract and their positions; and
- Outline the anticipated program/process to be used to achieve the Section 3 numerical goals for the project. This program/process should include but not be limited to the following actions:
 1. Insertion in the bid documents, if any, of the Section 3 Utilization Plan of the applicant, recipient, contractor, or subcontractor letting the contract;
 2. Insertion of the Section 3 Clause in all contracting/bid documents;
 3. Identification within the bid documents, if any, of the applicable Section 3 project area;
 4. Identification of signage, outreach efforts, etc. that will be used to recruit Section 3 business concerns and residents;
 5. Identification of the Section 3 Coordinator for the project; and
 6. Ensuring that the appropriate Section 3 residents and business concerns are notified of pending contractual opportunities either personally or through other determined methods.

It is expected that any known contractors or subcontractors also working on the project will be consulted prior to submitting a plan to the City of Reno.

The Section 3 Utilization Plan shall be submitted [Section 3 Section](#) of the application. The City of Reno Section 3 Coordinator will review the plan and either approve it, conditionally approve it, with suggested modifications or disapprove the plan. The City will not issue a firm commitment to the Developer/Contractor/ until a Section 3 Plan has been approved.

Please identify the Project Section 3 Coordinator responsible for determining the eligible businesses and employees and meeting the responsibilities of Section 3 and the Section 3 Plan of the WCHC:

Name:

Business/Organization:

Phone Number:



Section 3 Clause

Affordable Housing Municipal Loan Program Funding Recipients

A. The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of 24 CFR 92 - HOME Investment Partnership Program § 92.350 and § 92.508 referencing Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the area of the Section 3 covered project, and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the Section 3 covered project.

B. The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR 135, and all applicable rules and orders of the Department issued there under prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.

C. The contractor will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or worker's representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.

D. The contractor will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for or recipient of Federal Financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR part 135. The contractor will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR part 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

E. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued there under prior to the execution of the contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant or recipient, its contractor and subcontractors, its successors, and assigns to those actions specified by the grant or loan agreement or contract through which Federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

Project Name _____

_____ Print Name and Title

_____ Organization's Name

Signature of Organization's Authorized Representative

Date



Insert Section 3 Utilization Plan here



Affirmative Marketing Section

Did you include the following forms in this application?

☐ No ☐ Yes

Affirmative Fair Housing Marketing Plan HUD form 935.2A

☐ No ☐ Yes

WCHC Affirmative Fair Housing Marketing Plan Acknowledgement



Affirmative Marketing Plan

Please complete and submit the following document found at:

<http://portal.hud.gov/hudportal/documents/huddoc?id=935-2a.pdf>



WCHC Affirmative Fair Housing Marketing Plan Acknowledgement

STATEMENT OF POLICY

The Washoe County HOME Consortium (WCHC), consisting of the City of Reno, the City of Sparks, and Washoe County, in accordance with the regulations of the HOME Investment Partnership (HOME) Program (24 CFR 92.3510), has established this "Affirmative Fair Housing Marketing Plan" to ensure that the consortium and all entities to whom they have allocated HOME or Low Income Housing Trust Funds employ a marketing plan that promotes fair housing and ensures outreach to all potentially eligible households, especially those least likely to apply for assistance.

The Consortium's policy is to provide information and attract eligible persons to available housing without regard to race, color, national origin, sex, religion, familial status (persons with children under 18 years of age, including pregnant women), or disability. The procedures followed are intended to further the objectives of Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), and Executive Order 11063, which prohibits discrimination in the sale, leasing, rent and other disposition of properties and facilities owned or operated by the federal government or provided with federal funds.

PROCEDURES

Although the HOME Final Rule regarding the development and adoption of affirmative marketing procedures and requirements apply to rental and homebuyer projects containing five or more HOME-assisted units, regardless of the specific activity the funds finance (e.g., acquisition, rehabilitation, and/or new construction), the WCHC will apply their affirmative marketing procedures to all programs funded by the WCHC, such as tenant-based rental assistance, owner-occupied rehab, and down payment assistance only programs.

The WCHC is committed to the goals of affirmative marketing that will be implemented through the following procedures:

- A. Providing equal service without regard to race, color, religion, sex, handicap, familial status, or national origin of any client, customer, or resident of any community;
- B. Keeping informed about fair housing laws and practices;
- C. Informing clients and customers about their rights and responsibilities under the fair housing laws by providing verbal and written information;
- D. Evaluating the effectiveness and compliance of all marketing as it relates to fair housing;
- E. Including the *Equal Opportunity* logo or slogan, and where applicable the accessibility logotype, in all ads, brochures, and written communications to owners and potential tenants;



- F. Displaying the HUD's fair housing posters (at a minimum, English and Spanish versions) in rental offices or other appropriate locations;
- G. Soliciting applications for vacant units from persons in the housing market who are least likely to apply for assistance without the benefit of special out-reach efforts; working with the local public housing authority and other service and housing agencies to distribute information to a wide and diversified population;



- H. Maintaining documentation of all marketing efforts (such as copies of newspaper ads, memos of phone calls, copies of letters).
- I. Maintaining a record of applicants for vacant units with a general profile of the applicant, how the applicant learned of the vacancy, the outcome of the application, and if rejected, why; maintaining this record for two years or through one compliance audit, whichever is the shorter period of time.
- J. Where changing demographics present challenges when marketing to an eligible population that is limited English proficient (LEP), WCHC and its funded entities, striving to:
 - 1. Translate its marketing material to serve this population
 - 2. Hire bi-lingual employees or have quick access to interpreters/translators
 - 3. Work with the language minority-owned print media, radio and television stations
 - 4. Partner with faith-based and community organizations that serve newly arrived immigrants, and
 - 5. Conduct marketing activities at adult-education training centers or during "English as a Second Language" classes.
- K. Requiring all applicants for WCHC funds to sign, submit, and adhere to the policies included in the certifications relating to fair housing required in applications packets, including but not limited to attachments A, B, and C of this policy.

ASSESSMENT

In conjunction with the annual on-site compliance reviews, the WCHC will:

- A. Review and evaluate records of affirmative marketing efforts (advertisements, flyers, and electronic media spots, etc.);
- B. Evaluate outcomes and effectiveness of marketing efforts and make changes where needed.
- C. Evaluate whether good faith efforts have attracted a diversified cross-section of the eligible population.

CORRECTIVE ACTIONS

Failure to meet affirmative marketing requirements will result in the following corrective actions:

- A. **For failure to comply**, WCHC will set a probationary period for compliance, not to exceed six months, during which time the WCHC will provide more specific guidelines for compliance.
- B. **Further failure** to comply with the affirmative marketing requirements may result in the withdrawal of HOME and/or LIHTF support.
- C. **Further failure** to take appropriate actions to correct discrepancies in affirmative marketing programs may result in steps to recover all invested HOME or LIHTF funds.

We acknowledge the WCHC Affirmative Marketing Plan:

_____ **Date** _____
Chairman/President of the Board



Miscellaneous Assurances and Certifications

Does this section include the following items?

- | | | |
|-----------------------------|------------------------------|--|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Fair Housing Certifications and Assurances |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | AHMLP Certifications and Assurances |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Conflict of Interest Policy |



Fair Housing Certifications and Assurances

Whereas, _____ (the "Applicant") is applying to the Washoe County HOME Consortium (WCHC) for assistance from the Affordable Housing Municipal Loan Program and certifies and assures that the applicant will not exclude any individual from participation under any program funded in whole or in part by the HOME Program funds on the grounds of age, disability, race, creed, color, national origin, familial status, religion or sex; and,

Whereas, the Applicant certifies that neither the Applicant, Principal Officers nor any property(ies) with which the Applicant is or has been associated has ever been the subject of a fair housing complaint filed with the Housing and Urban Development (HUD) or any court of any jurisdiction, except the following;

| Project Title | Applicant's/Principal Officer's | Resolution* |
|---------------|---------------------------------|-------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Whereas, those in the above listed complaints have been resolved accordingly:

[1] satisfactorily [2] unsatisfactorily and/or [3] pending judgment (*fill in the appropriate number above), and;

Whereas, the undersigned, being duly authorized, hereby certifies that the foregoing information, to the best of his/her knowledge, is true, complete and accurately describes any known associations with which the Applicant has been involved.

In Witness Whereof, the Applicant has caused the document to be executed in its name on the _____ day of _____, 201__.

By: _____

Title: _____



AHMLP Certifications and Assurances

Whereas, _____ (the "Applicant") is applying to the Washoe County HOME Consortium (WCHC) for assistance from the Affordable Housing Municipal Loan Program; and

Whereas, the Applicant understands it is necessary that certain conditions be met as part of the application requirements.

Therefore, the Applicant certifies as follows:

1. **Compliance:** The applicant is eligible for award under federal and/or local statute and program guidelines and agrees to comply with all applicable federal, state, and local regulations in the event that this application is selected for funding.
2. **Relocation:** The Applicant will minimize displacement as a result of activities assisted with Affordable Housing Municipal Loan Program resources and assist persons displaced as a result of such activities in accordance with the local relocation and anti-displacement policy.
3. **Marketing:** The Applicant will *actively* market all housing units and services funded through the Affordable Housing Municipal Loan Program in an on-going manner.
4. **Contract Agreement Authorization:** The Applicant is prepared and has the authority within its charter, by-laws, or through statutory regulations to enter into a contractual agreement with the Washoe County HOME Consortium (WCHC) for acceptance and use of Affordable Housing Municipal Loan Program monies, and makes this application and certification with full cognizance of its governing body.
5. **Indemnification:** The Applicant agrees that the WCHC will at all times be indemnified and held harmless against all losses, costs, damages, expenses and liabilities whatsoever nature or kind (including, but not limited to attorney's fees, litigation and court costs, amounts paid in settlement, and amounts paid to discharge judgment, any loss from judgment from the Internal Revenue Service) directly and indirectly resulting from, arising out of, or related to acceptance, consideration and approval or disapproval of such allocation request.
6. **Release of Information:** The undersigned hereby agrees and allows the release of any and all information submitted to the WCHC in regards to the representations made within this Application. Such information may include credit history and ratings verifications, confirmation of involvement in past development, and all other information as may be required by the WCHC. This information will be used solely by the WCHC to aid in making a determination as to the awarding of Affordable Housing Municipal Loan Program funds to the Applicant and will not be disclosed outside the WCHC except as required and permitted under law.
7. The undersigned, being duly authorized, hereby certifies that the foregoing information, to the best of his/her knowledge, is true, complete and accurately describes the proposed project.

In Witness Whereof, the Applicant has caused the document to be executed in its name on the

_____ day of _____, 201__.

By: _____

Title: _____



Conflict of Interest Certification

Applicant certifies that Applicant understands and will adhere to the conflict of interest provisions in 24 CFR parts 84, 85 and 92.356 as they relate to HOME funding recipients.

Applicant certifies that Applicant understands and adheres to the conflict of interest provisions for the procurement of goods and services by HOME recipients as required by 24 CFR parts 84 and 85, and that no exceptions may be made to these provisions. [CPD Notice 98-09, II. (superseding CPD Notice 93-06).

Applicant further certifies that in accordance with 24 CFR 92.356 (HOME Final Rule) Applicant understands that no employee, agent, consultant, officer, elected official, or appointed official, or any person who exercises or has exercised any functions or responsibilities with respect to activities assisted with HOME funds or who is in a position to participate in a decision-making process or gain inside information with regard to these activities of a Participating Jurisdiction, State Recipient, or Subrecipient; or an owner, developer or sponsor of a HOME-assisted project or an officer, employee, agent or elected or appointed official or consultant of the owner, developer or sponsor whether private, for-profit or nonprofit (including a CHDO when acting as an owner, developer or sponsor of housing) receiving HOME funds may obtain a financial interest or unit benefits from a HOME-assisted activity, either for themselves or those with whom they have immediate family or business ties, during their tenure or for one year thereafter. This prohibition includes the following:

- Any interest in any contract, subcontract or agreement with respect to a HOME-assisted project or program administered by the applicant, or the proceeds thereunder; or
- Any unit benefits or financial assistance associated with HOME projects or programs administered by the applicant, including:
 - Occupancy of a rental housing unit in a HOME-assisted rental project;
 - Receipt of HOME tenant-based rental assistance;
 - Purchase or occupancy of a homebuyer unit in a HOME-assisted project;
 - Receipt of HOME homebuyer acquisition assistance; or
 - Receipt of HOME owner-occupied rehabilitation assistance.

Applicant understands that this prohibition does not apply to an employee or agent of the applicant who occupies a HOME-assisted unit as the on-site project manager or maintenance worker.

In addition, Applicant certifies that no member of Congress of the United States, official or employee of HUD, or official or employee of the Washoe County HOME Consortium shall be permitted to receive or share any financial or unit benefits arising from the HOME-assisted project or program.

Applicant certifies that prior to the implementation of the HOME-assisted activity exceptions to these provisions may be requested by the applicant in writing to the WCHC. If an exception is requested, the applicant certifies that it will demonstrate and certify that the policies and procedures adopted for the activity will ensure fair treatment of all parties, and that the covered persons referenced in this policy will have no inside information or undue influence regarding the award of contracts or benefits of the HOME assistance. The applicant understands that the WCHC may grant exceptions or forward the requests to HUD as permitted by 24 CFR 92.356, 85.36 and 84.42, as they apply.

Signature

Date

Title: _____



Relocation Section

The following applies only to properties that have NOT been vacant for the preceding 6 months.

Are the following items included in your application?

- | | | |
|-----------------------------|------------------------------|---|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Displacement and Relocation Certifications and Assurances |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Relocation Plan |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Relocation Certification Notice 1 |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes | Relocation Certification Notice 2 |



Relocation Guidelines

Applying to the WCHC for funding signals an intention on the part of the developer to use federal funding in the proposed project, and as a result initiates the requirements to comply with Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (URA) as implemented in the Department of Housing and Urban Development's Handbook 1378, available at http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/handbooks/cpd/13780

To facilitate compliance with these regulations developers are required to complete and submit the following *Relocation Plan* with the funding application unless the project property has been vacant for the preceding 12 months.

Applicants should carefully consider the potential impact of the URA on the project before submitting an application or obtaining site control; relocation costs may render a project infeasible. Relocation requirements become effective at the initiation of negotiations (application submittal) or the date site control is obtained, whichever occurs first. Failure to adequately plan for relocation or comply with regulations can prove even more costly after-the-fact.

Keep in mind that relocation is not only the result of physical activities that occur, but also result from administrative and environmental changes to a property. Examples of households that are displaced by a project include:

- Families are currently under-housed under occupancy standards established by HUD, the developer, and/or local statutes,
- A resident's allergies are exacerbated by the dust from construction,
- Rents increase minimally and a family is more than a 30 percent housing cost burden, and
- The developer fails to provide appropriate notices in the families' primary languages and in a timely fashion or obtain evidence of such noticing.

Residents are not considered displaced, temporarily or permanently, if:

- The resident was evicted for cause which is appropriately documented,
- The household has no legal right to occupy the property, e.g. squatters, or
- The household was appropriately noticed, with evidence in the file, but moves anyway.

Because relocation requirements are complex and vary between projects, the attached plan should be considered preliminary and additional information should be included as appropriate. Staff may also request additional information. The plan reflects the expectation that developers negotiate with property sellers to have access to all information required under URA following the initiation of negotiation and prior to completing acquisition. Please contact staff before proceeding if this information is not currently available. Be advised that for future funding applications developers should negotiate with property sellers to have access to tenants and records to complete tenant surveys and establish estimated relocation needs.

Throughout the project WCHC staff will monitor progress in complying with URA requirements and regular progress reports must be submitted. If you need assistance in completing this plan or throughout the relocation process please contact City of Reno staff at 775-334-4228 or 334-2578.



Displacement and Relocation Certifications and Assurances

Accepting federal funding for this project requires compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA). As such, the WCHC's AHMLP applicant must take all necessary steps to minimize the effect of displacement, relocation, and acquisition on affected households and businesses, including the following certification and assurances.

Certifications and Assurances:

1. All provisions regarding relocation and tenant assistance are governed by the URA, as amended.
2. Notices and communications will be made in English and Spanish, at minimum, and in the resident's language of preference.
3. Files will contain evidence of delivery of notices in relocation files.
4. WCHC will be provided with a complete relocation plan and current rent roll and will have access to tenant information including complete name, address, rent amount, utilities paid, move-in date, family composition, estimated annual income, special needs, language preference, and all relocation files.
5. To the greatest extent feasible, residential tenants will be provided a reasonable opportunity to lease and occupy a suitable, decent, safe, sanitary, and affordable housing unit in the building/complex upon completion of the project.
6. It is understood that a displaced person (as defined under URA) will be provided relocation assistance at the levels described in and in accordance with the requirements of the URA, including the provision of timely notices, referrals to comparable units, appropriate advisory services, and appropriate monetary benefits.
7. Residents will not be displaced without the referrals to adequate comparables and a minimum of 90-day notice to move, in addition to moving-and-related expenses, and replacement housing payments.
8. Households required to move temporarily will be provided all appropriate advisory services, reimbursement for moving expenses, reasonable out-of-pocket expenses, and rent differences.
9. Move-in notices will be provided to all new tenants, prior to signing a lease, that they will not be eligible for relocation benefits.
10. The costs of any and all relocation expenses will be the financial responsibility of the owner.
11. WCHC monitoring will be facilitated following the completion of relocation components.
12. Relocation reports will be submitted annually by July 30 through the year final replacement housing payments are made.

By accepting funding the applicant certifies that all reasonable efforts will be made to minimize displacement whenever possible, and the applicant will adhere to the relocation requirements of the URA and WCHC unless the property has been vacant for the preceding 6-months.

Project Name

Print Name and Title

Organization's Name

Signature of Organization's Authorized Representative

Date



Relocation Plan

Project: _____

Contact Person: _____

Consultant: ☐ Yes ☐ No

Phone/E-mail: _____

How many parcels are you acquiring?

Residential:

☐ Owner

☐ Nonresidential

☐ Rental

Has the property been vacant for not less than 6 months?

☐ Yes ☐ No

Do all the parcels need to be acquired for the project to move forward? ☐ Yes ☐ No

Describe the property's current use, including type, tenure of residents, number of units, number of units occupied, special populations served, etc.

Will this project result in the demolition or conversion as defined in Section 104(d) of any low-income units? ☐ Yes ☐ No

http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/handbooks/cpd/13780

What is the current rent structure of any rental properties included? For businesses provide the square footage of each business area and rental amount.

| Residential | | | Business | | |
|-------------|------|--|----------|------|----------------|
| Type | Rent | | Type | Rent | Square Footage |
| Efficiency | | | | | |
| 1 BR | | | | | |
| 2 BR | | | | | |
| 3 BR | | | | | |
| 4 BR | | | | | |
| | | | | | |

What utilities are paid by any renting tenants? ☐ Yes ☐ No

What is the monthly average of all utilities paid?

Do you have site control of the property? ☐ Yes ☐ No

If no, when do you anticipate obtaining site control?

Has a tenant survey been completed? ☐ Yes ☐ No By whom?

If no, when will this be completed (must be within 60 days of obtaining site control)?

Who will be completing the survey?

The survey should create a record of, at minimum, complete names, address, unit size, tenure, housing composition, housing costs (rent/mortgage and utilities), date of residency, any tenant-based subsidies received, language preference, and housing needs and preferences). Notices and other communications must be provided to tenants in their language of preference.

How will the proposed project change the use of the property? Consider the use of the property, size of units available, cost of residency, etc.

What will the new residential rent structure be? Does this reflect an increase in rents? ☐ Yes ☐ No

| | |
|------------|--|
| Efficiency | |
| 1 BR | |
| 2 BR | |
| 3 BR | |
| 4 BR | |

Will commercial space be available on-site for displaced businesses? ☐ Yes ☐ No

What utilities will tenants be required to pay upon project completion? What is the estimated monthly average of these utilities?

What standards of occupancy will be used to qualify residents to reside in the completed project? For example, household size, income limits, background/credit checks, etc.

Are the new managers familiar with this plan, resident eligibility guidelines, and relocation requirements?

☐ Yes ☐ No

If not, how will the managers be made familiar and trained to address these issues?

Describe how and what information will be provided to residents, rather or not displaced, regarding the project and relocation. How frequently will updates be provided?

Have comparable units been identified for displaced families? ☐ Yes ☐ No

If yes, list the comparables and describe the method used to identify.

If no, describe what method will be used to identify comparables and when this will be completed.

What steps will be taken to minimize displacement?

Will temporary relocation be necessary? ☐ Yes ☐ No

What steps will be taken to minimize the need for temporary relocation?

Where will residents required to temporarily relocate be housed and what additional services will be offered? How long will temporary displacement last? How will residents be kept informed of moving dates, project progress, etc.?

Who will be responsible for determining benefit amount? How will the benefit amount be determined and what process will be used for making disbursements? Be sure to review VPF 14-09, dated June 10, 2014, at <http://portal.hud.gov/hudportal/documents/huddoc?id=14-09cpdn.pdf>

Are there any anticipated difficulties to the successful relocation of families, e.g., large families, disabled or elderly residents, etc.? What steps will be taken to overcome these barriers?

What resources have been identified to pay for the costs of relocation requirements and displacement/temporary relocation benefits?

Are record-keeping policies in place to illustrate compliance with URA? ☐ Yes ☐ No

(Records must minimally include occupancy lists for all properties with addresses at the beginning and end of the project, evidence of noticing, benefits paid, *terms of return occupancy, list and details of contacts, lists of people that moved-in/out on or after submission, and retention policies.*)

The following documents must be attached to this relocation plan:

- ❖ Proposed Notices—in English and Spanish— General Information Notice, Move-In Notices, Notice of Non-Displacement, 90-day Notice to Vacate, Notice of Eligibility, and other applicable notices
- ❖ Tenant Survey Forms
- ❖ Current Rent Role
- ❖ Resident Eligibility Guidelines
- ❖ Grievance Policy
- ❖ Proposed Construction Schedule
- ❖ Relocation Timetable—outlines when surveys will be completed, when notices will be sent, etc.
- ❖ Relocation Budget—includes at minimum the costs of noticing, advisory services, packing and moving expenses, reasonable out-of-pocket expenses, rent differences and utility connections for temporary moves, replacement housing payments, and consulting fees or staff salaries

Relocation Notice Certification 1

All applicants that are proposing a project on a site that has not been vacant for the past 12 months must certify by signing below that the General Information Notice has been delivered to each resident either by certified mail, return receipt requested, or personally delivered with a signed receipt and that a process is in place for providing move-in notices to new tenants.

General Information Notices delivered by:

☐ Certified Mail, Return Receipt Requested

☐ Personally Delivered with Signed Receipt

Date Sent or Delivered: _____

Process is in place for providing move-in notices to new tenants: ☐ Yes ☐ No

Signature

Title

Date



Relocation Notice Certification 2

Relocation for Properties *Not Vacant* for the Past 6 Months, 24 CFR 92.353

The participating jurisdiction must ensure that it has taken all reasonable steps to minimize the displacement of persons (families, individuals, businesses, nonprofit organizations, and farms) as a result of a project assisted with HOME funds. To the extent feasible, residential tenants must be provided a reasonable opportunity to lease and occupy a suitable, decent, safe, sanitary, and affordable dwelling unit in the building/complex upon completion of the project.

If relocation applies to this project, please complete the following:

| Activity | Actual or Scheduled Month & Year |
|---|----------------------------------|
| Initial Notice of Intent (General Information Notice) | |
| Notice(s) of Eligibility and Non-Displacement | |

**Insert E-mail approvals from WCHC for late submission of items
Here**



Appendix A
Washoe County HOME Consortium (WCHC)
Mandatory Energy Efficiency Requirements
Adopted 3/15/2012

Projects must comply with the Minimum Energy Efficiency Requirements specified in this section.

A. General Building Performance

Three options are provided to meet the program's energy conservation standard:

1. **Prescriptive Path Requirements-** Energy efficiency requirements equal to or greater than the U.S. EPA/DOE Energy Star Home Program or local Building Code in effect at the time of construction are prescribed for each applicable building component below. All minimum prescriptive requirements must be met for the building to meet the energy conservation standard.
2. **Trade-off Path Requirements-** Under certain conditions, trade-offs with applicable components may be made and all prescriptive measures may not be required to meet the energy conservation standard. Components eligible for Trade-off are limited to Insulation and Window/Skylight elements identified in the Building Envelope Requirements below. Trade-offs must be approved by the Building Department in the appropriate jurisdiction, as identified by REScheck or equivalent means, and verified by inspection and testing, as required.
3. **Performance Path Requirements-** The overall energy efficiency performance of the building can be modeled pre-construction by a certified professional using REM/Rate or equivalent software and verified by inspection and testing post construction. Energy efficiency performance equal to or greater than the requirement for overall Energy Star certification of the building at the time of construction is required to meet the energy conservation standard.

Projects funded and governed by the State of Nevada Qualified Allocation Plan (QAP) must meet the current Mandatory Energy Conservation Requirements identified by that program. In doing so, projects will be deemed to have also met the energy conservation standards of the WCHC.

B. New Construction and Rehabilitation Projects

The requirements for some building components (duct leakage, duct insulation, frame wall insulation, and air infiltration) differ for new construction and rehabilitation projects:

1. **New Construction-** The components specified must meet the minimum requirements identified (based on the 2009 International Energy Conservation Code) or local Building Code Requirements at the time of construction, whichever is greater.
2. **Rehabilitation Projects-** The components specified must meet local Building Code Requirements at the time of construction.

C. Mechanical System Requirements

1. **Combustion Appliance Safety-** Existing external combustion appliances (furnace, DHW, etc.) inside conditioned space must be inspected by a certified professional for proper function and acceptable exhaust and combustion. If replaced, newly installed combustion furnaces inside conditioned space must be sealed (internal) combustion devices. If replaced, newly installed combustion domestic hot water heaters (DHW) must be power vented or direct power vented devices.
2. **Heating and Cooling Equipment-** If replaced, the minimum efficiency of newly installed equipment must be equal to or greater than the requirements below or the Energy Star Home program requirements at the time of construction, whichever is greater. Sizing and installation quality must meet applicable local Building Code requirements at the time of construction as specified by ACCA Manual J, or equivalent standards.

| Heating and Cooling Equipment | Minimum Requirement |
|--------------------------------------|---------------------|
| Conventional Forced Air Furnace- Gas | 90 AFUE |
| Conventional Forced Air Furnace- Oil | 85 AFUE |



| | |
|--------------------------|-----------------------|
| Boiler | 85 AFUE |
| Electric Heater | Energy Star Qualified |
| Split System Central A/C | 13 SEER |
| Room A/C | Energy Star Qualified |

AFUE = Annual Fuel Utilization Efficiency SEER = Seasonal Energy Efficiency Rating

3. **Programmable Thermostat-** Energy Star qualified seven day programmable thermostat(s) with set-back capabilities for wake, day, evening, and night are required.
4. **Ventilation-** Must meet local Building Code requirements at the time of construction as specified by ACCA Manual J, ASHRAE 62.2, or equivalent standards.
5. **Duct Leakage-** Must meet the duct leakage testing requirements below for new construction or local Building Code requirements at the time of construction for rehabilitation projects. All accessible joints, seams, and connections must be substantially airtight with tapes, gaskets, mastics or other approved closure systems. Tapes and mastics must be rated UL-181A or UL-181B.

| Component- New Construction | Minimum Requirement |
|-----------------------------|------------------------|
| Duct Leakage to Outdoors | 8 CFM25 per 100 sq ft |
| Total Duct Leakage | 12 CFM25 per 100 sq ft |

6. **Duct Insulation-** Must meet the requirements below for new construction or local Building Code requirements at the time of construction for rehabilitation projects based on scope of work and accessibility.

| Component- New Construction | Minimum Requirement |
|--|---------------------|
| Duct Insulation in unconditioned space | R-8 |
| Duct Insulation in floor trusses | R-6 |

7. **Domestic Hot Water Heater (DHW)-** If replaced, the minimum efficiency of newly installed tank type domestic hot water heaters (DHW) must be equal to or greater than the requirements below or the Energy Star Home program requirements at the time of construction, whichever is greater. Installation quality must meet applicable Building Code requirements at the time of construction.

| Tank Size (Gallons) | Minimum Energy Factor (EF)- Gas | Minimum Energy Factor (EF)- Oil | Minimum Energy Factor (EF)- Electric |
|---------------------|---------------------------------|---------------------------------|--------------------------------------|
| 30 | 0.63 | 0.55 | 0.94 |
| 40 | 0.61 | 0.53 | 0.93 |
| 50 | 0.59 | 0.51 | 0.92 |
| 60 | 0.57 | 0.49 | 0.90 |
| 70 | 0.55 | 0.47 | 0.90 |
| 80 | 0.53 | 0.45 | 0.89 |

8. **Circulating Hot Water Pipe Insulation-** Insulation on circulating hot water pipes in unconditioned space must meet the requirements below or local Building Code requirements at the time of construction, whichever is greater.

| Component | Minimum Requirement |
|------------------------|---------------------|
| Boiler Pipe Insulation | R-3 |
| DHW Pipe Insulation | R-2 |

9. **Exhaust and Ceiling Fans-** Energy Star qualified devices are required, if present.

D. Building Envelope Requirements

1. **Insulation-** Must meet the requirements below or local Building Code at the time of construction, whichever is greater. Eligible for Trade-off.

| Insulation Component | Minimum Requirement |
|----------------------------------|---|
| Attic/Ceiling | R-38 |
| Frame Walls | R-20 or 13 + 5 (New Construction) R-19 or R-13 + 5 ¹ (Rehabilitation) |
| Band Joist | R-13 |
| Floors over crawl space/basement | R-30 |



| | |
|----------------------------|---------------------------------|
| Crawl space/basement walls | R-10 (Continuous), R-13 (Frame) |
| Slab foundation | R-10 (2 feet) ² |

¹Required if the exterior siding is removed or insulation is exposed on an insulated wood-frame wall; insulation should be replaced with R-19 or R-5 sheathing insulation should be added to existing R-13 wall insulation.

²Required if an un-insulated slab foundation is exposed; R-10 sheathing insulation should be added a minimum of 2 feet below grade.

2. **Windows and Skylights-** If replaced, the minimum efficiency of newly installed windows or skylights must be equal to or greater than the requirements below or local Building Code requirements at the time of construction, whichever is greater. Eligible for Trade-off.

| Component | Minimum Requirement |
|-------------------|---------------------|
| Window U-Factor | .30 |
| Skylight U-Factor | .55 |

3. **Air Infiltration-** Must meet the air infiltration testing/inspection requirement below for new construction or local Building Code requirements at the time of construction for rehabilitation projects. All accessible joints, penetrations, and all other such openings in the building envelope that are sources of air leakage must be sealed.

| Component- New Construction | Minimum Requirement |
|--|--------------------------------|
| Rough-in Air Infiltration Blower Door Test | 7 ACH50 |
| Comprehensive Physical Inspection | 2009 IECC Inspection Checklist |

E. Lighting and Appliance Requirements

1. **High Efficacy (Efficiency) Lighting-** 75% or more of permanently installed lighting must be high efficacy CFL, LED, or pin-based varieties.
2. **Lighting Fixtures-** For lighting fixtures installed in unconditioned spaces (such as an attic), fixtures must be Type IC rated with enclosures sealed/gasketed or Type IC rated and ASTM E283 labeled. Air tight trim/baffles must be used if applicable to the fixture.
3. **Major Appliances-** Energy Star qualified refrigerator and dishwasher are required.

F. Water Conservation Requirements

1. **Plumbing Fixtures-** Must meet the requirements below or local Building Code requirements at the time of construction, whichever is greater.

| Component | Minimum Requirement |
|-------------|---------------------|
| Showerheads | 2.0 gallons/minute |
| Faucets | 1.5 gallons/minute |
| Toilets | 1.6 gallons/flush |

- G. **Quality Assurance and Compliance-** Projects must meet all Building Code inspection requirements in the appropriate jurisdiction at the time of construction. In addition, specialized third-party testing will be required at the expense of the project sponsor/builder to validate compliance with these requirements. Applicable Building Department documents, a completed Washoe County HOME Consortium (WCHC) Energy Conservation Checklist, and applicable third-party inspection documents are required. Staff is currently in the process of identifying an inspection process and costs, which is an eligible project cost. If necessary awards will be adjusted to address this issue.

The Washoe County HOME Consortium will withhold retention funds until Energy Conservation Requirements are met and required documentation is received.

Required inspection and testing may include, but is not limited to, the following.

1. **Mechanical Systems-** Inspect and test systems for required installation quality, operation, and performance.



- a. Heating and Cooling Equipment- Verification by combustion appliance safety testing, manufacturer's documentation of required energy efficiency rating, and physical inspection of installation.
 - b. Forced Air Duct Systems- Verification of duct leakage by duct blaster pressure testing and physical inspection of installation.
 - c. Thermostats- Verification by physical inspection.
 - d. Ventilation- Verification by blower door air infiltration testing.
 - e. Domestic Hot Water- Verification by combustion appliance safety testing, manufacturer's documentation of required energy efficiency rating, and physical inspection of installation.
 - f. Duct and Circulating Hot Water Pipe Insulation- Verified by physical inspection.
2. **Building Envelope-** Inspect and test components for required installation quality and performance.
 - a. Insulation- Verification by physical inspection to ensure required R-value, installation quality, and consistency.
 - b. Windows and Skylights- Documentation of NFRC ratings for windows/skylights for required U-value and physical inspection to confirm Low-E coatings are on the correct surface.
 - c. Air-infiltration- Verification by blower door air infiltration testing and completion of all required inspection checklists and other documentation.
 3. **Lighting and Appliances-** Inspect components for required installation quality, operation, and performance.
 - a. Lighting Efficacy (Efficiency) and Fixtures- Verification by physical inspection.
 - b. Major Appliances- Verification by physical inspection and manufacturer's documentation of Energy Star qualification.
 4. **Water Conservation-** Inspect components for required installation quality, operation, and performance.
 - a. Plumbing Fixtures- Verification by physical inspection and manufacturer's documentation of performance.
- H. Operations and Maintenance Requirements-** Building sponsors must provide a documented plan to ensure on-going operations and maintenance activities encourage energy efficiency beyond program investments. Elements of this plan should address the following requirements.
1. Mechanical equipment operation and periodic routine maintenance.
 2. Building envelope repair and other component repair or replacement.
 3. Maintenance and control of thermostat temperatures (Furnace, A/C, DHW, etc.).
 4. Common area lighting and other environmental controls.
 5. Other water conservation measures, including landscape irrigation, if any.
 6. Continued occupant health and safety measures.
 7. Effective tenant communication and training.

Appendix B
WCHC Funding Priorities
 Adopted September 2012; Updated July 2015

| Level I Priorities | Reason |
|--|---|
| Project provides 100% of rent restricted units at or below 40% of the Area Median Income for family units; at or below 45% of Area Median Income for senior projects | Area has need for units affordable to lower income tenants |
| Project provides supportive services, or owner/manager partners with a service provider to provide supportive services. | Services create sustainability |
| Level II Priorities | Reason |
| Project is located within a transit corridor or a regional center | Families/seniors need affordable, available transportation |
| Project contains one or more green components above and beyond the minimum energy efficiency requirements | Creates savings for project and tenants/adds to sustainability of project-meets set standards for new construction/rehab as applicable |
| Project addresses one or more objectives of the current Consolidated Plan for the region | The Consolidated Plan identifies local needs and numerical goals for meeting the needs of the community using HUD funds. |
| Project addresses one or more objectives of the current Regional Plan | The Regional Plan goals focus on coordinating master plans of local governments and other entities in the region as they relate to land use, infrastructure, resource management, etc. The Plan promotes the availability of adequate numbers of needed housing units at price ranges and rent levels which are commensurate with the financial capabilities of the region's households and allow for flexibility of housing location, type, and density. |
| Project addresses one or more objectives of the local 10 year plan to end homelessness titled " <i>Housing for All</i> " | The "Housing for All" plan identifies local homeless service and housing needs. Addressing these needs will help reduce the number of individuals and families experiencing homelessness in our community. |
| Project is a mixed income/use project. | Mixed income/use projects may increase the sustainability of low-income housing projects by subsidizing the lower rents through commercial and market rate rents. Low-income residents may benefit from this project type by having commercial businesses, better schools, and opportunities for upward mobility within short reach. Mixed income projects are less likely to "concentrate" income levels in a certain area. This also promotes tax bases of areas. Too many low income projects concentrated in one area may reduce tax rolls significantly for neighborhoods. |
| | The HEARTH Act, which authorizes funding for the region's homeless services and housing through HUD, will re-focus homeless and special needs service delivery away from emergency services and toward a "housing first" model. Local funding for homeless services and housing may be at risk if the numerical objectives of HEARTH are not met. |

Projects not meeting the priorities above are still welcome to apply for AHMLP funding; however, preference will be given for projects with one or more of the above characteristics.

Developers are encouraged to propose project sites outside of areas of low income or minority concentration, where the proportion of low income or any racial or ethnic minority is more than 10% higher than the proportion for the regional as a whole. Developer should be aware that projects located in concentrated areas of low income or minority populations may be subject to additional review by the Washoe County HOME Consortium and the U.S. Department of Housing and Urban Development. Ultimately a project allocated funds by the WCHC may be prohibited by the Division of Fair Housing and Equal Opportunity within HUD from entering into a funding agreement and proceeding.